

Information Handbook for

Educational Supervisors Dental Foundation Training

September 2022 – August 2023

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Terminology

Current

Dental Foundation Training (DFT)

Foundation Dentist (FD)

Training Programme Director (TPD)

Educational Supervisor (ES)

Associate Dean for Dental Foundation Training (ADDFT)

Postgraduate Dental Education (PGDE)

Health Education England (HEE)

Health Education England North West (HEENW)

HEENW – Dental Team

Contacts

Health Education England North West - Dental Foundation Training Team

Dean of Postgraduate
Dental Education:

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Programme Co-Ordinator (DFT):

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Programme Support Administrator (DFT):

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**As most information sent to you from HEE NW is sent as 'bulk emails' please ensure email addresses for Karen Stowell-Smith and Gemma Brookes-Ryan are set up, so they are not directed into your junk or spam folder* It is your responsibility as an Educational Supervisor to ensure that you use an NHS email address.*

Cheshire & Merseyside (C&M)

TRAINING PROGRAMME DIRECTOR

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Greater Manchester West (GMW)

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Guidelines for becoming a Dental Educational Supervisor

Profile of an Educational Supervisor

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

An Educational Supervisor must be someone who adds knowledge to general dental practice; who can inspire as well as instruct. Dental Educational Supervisors 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 FD and the responsibilities and educational opportunities that DFT affords. Dental Educational Supervisors must be able to conduct an initial assessment of the FD and regularly monitor progress as well as guide and teach. They often need to possess counselling 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. Dental Educational Supervisors 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 Dental Educational Supervisor 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 in a position to influence practice policy.

Dental Educational Supervisors should be able to show:

A willingness to teach by:

- Attendance at HEE NW educational courses to support the continuous development of their education portfolio
- Evidence of participation in postgraduate activity.
- Holding an educational qualification approved by the Postgraduate Dental Dean

A readiness to teach by being prepared to:

- Re-organise practice arrangements to take account of the presence of a FD;
- Secure the co-operation and understanding of practice colleagues and staff;
- Re-organise their own daily routine to allow adequate time for systematic and informal teaching and supervision;
- Have internet access.

An ability to teach; this may be difficult to assess initially but a judgement should be based on:

- Your understanding of the educational aims and methods of DFT;
- Your ability to follow the DFT Curriculum and to operate the assessment methods in the FD E-Portfolio;
- A willingness to submit to an assessment of your ability, subsequent to appointment.

Overview of the Scheme

The HEE NW Dental Foundation Training Scheme is a course designed for newly qualified Dentists to experience NHS Primary Dental Care. Foundation dentists will work under the supervision of a Dental Education Supervisor within a dental practice for a period of 12 months and are required to attend the study programme. This consists of a series of educational packages (on-line and face to face) which map to the DFT curriculum. The completion of all the educational packages one requirement of the Satisfactory Completion of Dental Foundation Training. (Exemption by FD from a study day is in exceptional circumstances only and by written permission of the Postgraduate Dental Dean).

The DFT year includes experiential learning gained in primary care dental practice in all aspects of dental treatments, working alongside an approved Dental Educational Supervisor and additional educational input on the study programme. Each Dental Foundation year is for the duration of 12 months, commencing in September; and normally there will be 12 -16 FDs per scheme. For the scheme commencing in March, there will be one scheme only, with approximately 10 FDs.

How the scheme is organised

The scheme 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 Programme Co-ordinator for DFT.

Information for Educational Supervisors

Dental Foundation Training Schemes starting in March 2022.

Essential (as this is an NHS funded post):

- The practice and the applicant can demonstrate a substantial commitment to NHS dentistry.
- Must have written support from the relevant NHS England Area Team if requested by HEE.
- Educational Supervisor must complete at least 1000 UDAs per year on a wide range of patients – not child only contract.
- At least 30% of practice income should be from NHS work confirmed in writing. The NHS work should be on a wide range of patients.

You must:

- Be an experienced and enthusiastic dentist with high clinical and ethical standards.
- Have been working in NHS primary care for at least four years as a performer post DFT with some managerial experience.
- Be able to provide a copy of your annual GDC certificate.
- > 50% qualified nursing staff in the practice, and have a registered experienced trained Dental Nurse available to the trainee at all times.
- Have an appropriate educational qualification or be enrolled on an approved educational programme that will lead to an educational qualification within an agreed time frame.

You will be expected to:

- Provide a dedicated surgery and suitably experienced/registered nurse for a Foundation Dentist for 35 hours per week for 48 weeks of the year to treat adults and children under the NHS.
- Work clinically in your practice for a minimum of three days a week when the FD is in practice to advise and assist the FD.
- Provide a minimum of one-hour tutorials each week.
- Attend approved courses and Educational Supervisors meetings organised for Educational Supervisors.
- New Educational Supervisors will be expected to attend an induction course on Dental Foundation Training.
- Participate in 14 sessions of educational activity related to Foundation Training.
- Not take annual leave in the 1st month of your FD appointment.

- Provide suitable clinical cover for the FD in the absence of the ES who must be available at all times.
(i.e. holidays, the days when the ES is not in the practice)
- Educational Supervisors must have an appraisal every two years.

As an Educational Supervisor on the HENW Dental Foundation Training Scheme you will receive:

- £64,164.24 p.a. for service costs (minus patient charges)
- A training grant, currently £9,960.00 p.a.
- Reimbursement of FD's salary £32,796.00 p.a.

If you wish to discuss whether you could become a Dental Foundation Training Educational Supervisor, please contact one of the Dental Foundation Training Programme Directors (contact details on previous page(s)).

Application to be an Educational Supervisor

Key Dates for Dental Foundation Training – Educational Supervisor Appointments

November 2021

- 24th November 2021 - opening date for applications

December 2021

- 19th December 2021 - closing date for applications
- 20th December 2021 – issued with access to secure CPD Folder

January 2022

- 6th January 2022 – 23:59 hrs – access to secure CPD folder removed

February/March/April/May 2022

- February/March/April 2022 - Practice Inspection Visits
- April/May 2022 – Online interviews

The Process

Guidance and information can be obtained by contacting Karen Stowell-Smith at HEE NW. The process is made up of a practice visit, record card audit, on-line interview and CPD review.

Applications must be received by **19 December 2021**.

The Practice Visit

On receipt of your completed application form a practice visit will be arranged. You will be notified of this date ASAP.

Selection

Educational Supervisor places are limited so selection is competitive and the Selection Committee's decision is final. There is no right of appeal.

Should your practice visit be successful, you will be invited to a formal interview.

For further information please contact any of the DFT TPD's.

Appointment

Following interview you will be notified of your appointment status within two weeks after the last date of the interviews.

Feedback on your interview can be requested by contacting Karen Stowell-Smith who will arrange a meeting with the Associate Dean for Dental Foundation Training.

Acceptance

Once appointed you will be sent an email to confirm acceptance.

Job Description – Dental Educational Supervisor

GENERAL DENTAL PRACTICE FOUNDATION EDUCATIONAL SUPERVISOR	
Main Purpose of Job:	To employ, supervise and support a Foundation Dentist (FD) in primary dental care, so that the FD is able to work unsupervised in the general, personal and salaried dental services at the end of Dental Foundation Training.
Role of the Educational supervisor:	<ul style="list-style-type: none"> • To interact with the FD providing tuition, advice, information and facilities to fulfil the aims and objectives of Dental Foundation Training (DFT) • To prepare for the role of educational supervisor by acquiring knowledge of the educational processes, the interpersonal skills necessary and learning how to apply them in the primary dental care / practice setting • To liaise with the DFT Training Programme Director (TPD) and Associate Dean for Dental Foundation Training (ADDFT) as necessary to ensure that the FD completes DFT successfully
Duties and Responsibilities:	<p>The Provider should:</p> <ol style="list-style-type: none"> 1. Employ a FD as a salaried Dental Foundation Trainee under the terms of the agreed Trainee's contract 2. Prepare and conduct weekly tutorials in protected time for the FD 3. To be available to give guidance in both clinical and administrative matters by working clinically in the same premises as the FD for not less than three days per week excluding the study day 4. Provide the FD with satisfactory facilities, support and relevant opportunities so that a wide range of NHS clinical practice is experienced and so that as far as is reasonably possible the FD is fully occupied providing NHS work 5. Assess and monitor the FD's progress and professional development ensuring that the Portfolio is maintained and kept up-to-date 6. Provide appropriate feedback to the FD 7. Allow and require the FD to attend the DF study course of approximately 30 days, and ensure that the FD's holidays do not lead to absence from the study days 8. Acquire the skills necessary to undertake the role of educational supervisor and to undertake training in assessment through participation in educational courses prior to the employment of a FD in the practice and during the training period, as required 9. Attend educational supervisor and assessment meetings and the required number of study day sessions as stipulated in the person specification and Educational supervisor agreement 10. Educational supervisor should not take leave during the first month of the FD contract 11. Educational supervisors should make suitable arrangements for the support of their FD during any absence that is agreed with the Training Programme Director 12. Ensure the aims and objectives are fulfilled so that the FD receives a certificate of completion at the end of the training period

Person Specification – Educational Supervisor

GENERAL DENTAL PRACTICE FOUNDATION EDUCATIONAL SUPERVISOR					
FACTORS		CRITERIA	MEANS OF ASSESSMENT		
			Application	Interview	Practice Visit
EXPERIENCE	ESSENTIAL	<ul style="list-style-type: none"> At least 4 years in NHS Primary Care as a performer post DFT with some managerial experience 	✓		
		<ul style="list-style-type: none"> A provider or Performer who can demonstrate involvement and influence on the running of the practice and practice policy 	✓	✓	
	DESIRABLE	<ul style="list-style-type: none"> A Provider with managerial responsibility who is a practice owner or an equity holder 	✓		
		<ul style="list-style-type: none"> Experience of Dental Foundation Training Year One 	✓		
		<ul style="list-style-type: none"> Experience of Teaching 	✓		
QUALIFICATIONS & TRAINING	ESSENTIAL	<ul style="list-style-type: none"> Registerable Dental Qualification 	✓		
		<ul style="list-style-type: none"> Registered with the General Dental Council 	✓		
		<ul style="list-style-type: none"> Proven commitment to Postgraduate Education and verifiable CPD hours to a minimum of GDC requirements 	✓	✓	
		<ul style="list-style-type: none"> Have an appropriate educational qualification or be enrolled on an approved course 	✓	✓	
		<ul style="list-style-type: none"> Have the written support of the relevant NHS England Area Team 	✓		
KNOWLEDGE, SKILLS & ATTITUDES	ESSENTIAL	<ul style="list-style-type: none"> High clinical and ethical standards 	✓	✓	✓
		<ul style="list-style-type: none"> Provides a wide range of treatment 	✓	✓	✓
		<ul style="list-style-type: none"> Up to date on current best practice and the legal framework of General Dental Practice 	✓	✓	✓
		<ul style="list-style-type: none"> Work as part of a team within a well-run and stable practice 	✓		✓
		<ul style="list-style-type: none"> A willingness to re-organise own daily routine and that of the practice to take into account the presence of a Foundation Dentist 		✓	
		<ul style="list-style-type: none"> Has developed a critical faculty for self-assessment and can demonstrate this 		✓	
		<ul style="list-style-type: none"> Can demonstrate involvement in staff training and developments 	✓	✓	✓
	DESIRABLE	<ul style="list-style-type: none"> Experience in leading small groups or tutorials 	✓		
		<ul style="list-style-type: none"> Experience of presentations 	✓	✓	
		<ul style="list-style-type: none"> Computer Literacy 	✓		
PRACTICE	ESSENTIAL	<ul style="list-style-type: none"> Educational Supervisor must complete at least 1,000 UDAs per year on a wide range of patients – not child only contract. 	✓		
		<ul style="list-style-type: none"> At least 30% of practice income should be from NHS work confirmed in writing. The NHS work should be on a wide range of patients. 	✓		
		<ul style="list-style-type: none"> Appropriate workload for the Foundation Dentist 	✓	✓	
		<ul style="list-style-type: none"> Educational supervisor/Foundation Dentist surgeries available 	✓		✓
		<ul style="list-style-type: none"> Adequate time commitment for training 	✓	✓	✓

Information Handbook - DFT Educational Supervisors

		<ul style="list-style-type: none"> ▪ Valid satisfactory Dental Reference Service report that meets the national current standards for NHS dental service 	✓		
		<ul style="list-style-type: none"> ▪ Valid satisfactory DFT inspection report that meets the educational requirements for training 			✓
		<ul style="list-style-type: none"> ▪ Registered experienced Nurse for the Foundation Dentist 	✓		✓
		<ul style="list-style-type: none"> ▪ Internet and email access at the practice available for the Foundation Dentist 	✓		✓
SPECIAL REQUIREMENTS	ESSENTIAL	<ul style="list-style-type: none"> ▪ To work clinically for minimum of 3 days per week in practice on days that FD present 	✓		✓
		<ul style="list-style-type: none"> ▪ To attend 14 sessions of described educational activity related to Dental Foundation Training 		✓	
	DESIRABLE	<ul style="list-style-type: none"> ▪ In practice on all non-study days 	✓		

Email

The majority of correspondence that you will receive from the administration department will be via email. It is therefore important that you regularly check your email address for correspondence, and that the office is notified immediately if you change your email address. Failure to do so could result in you missing important information regarding your study day programme. Please ensure that you also check your SPAM folder, to ensure that group emails from Health Education England North West are set up as approved in your In Box.

Using Social Media

Key points:

- ◆ Social media can blur the boundary between an individual's public and professional lives
- ◆ Dentists should have conservative privacy settings - be aware that not all information can be protected on the web
- ◆ The ethical and legal duty to protect patient confidentiality applies equally on the internet as to other media
- ◆ It would be inappropriate to post informal, personal or derogatory comments about patients or colleagues
- ◆ Dentists should not accept 'friend' requests from current or former patients
- ◆ Defamation law can apply to any comments posted on the web made in either a personal or professional capacity

Dentists should be conscious of their online image and how it may impact on their professional standing!

Important information

DFT is NHS funded and as such applicants must be able to demonstrate a commitment to the provision of a full range of NHS services in the practice.

It is normal practice in the HEENW only to appoint one Foundation Dentist to an Educational Supervisor.

Educational Supervisors must not encourage Foundation Dentist's or condone Foundation Dentist's working for additional monies outside their contract in their own practice or another practice. Such activity will lead to termination of the Training Agreement with the Postgraduate Dental Dean.

Maternity & Paternity leave – refer to appropriate clause of the COPDEND FD Training Contract, please discuss all matters concerning maternity & paternity leave for educational supervisors, foundation dentists etc, with the Associate Dean of Dental Foundation Training.

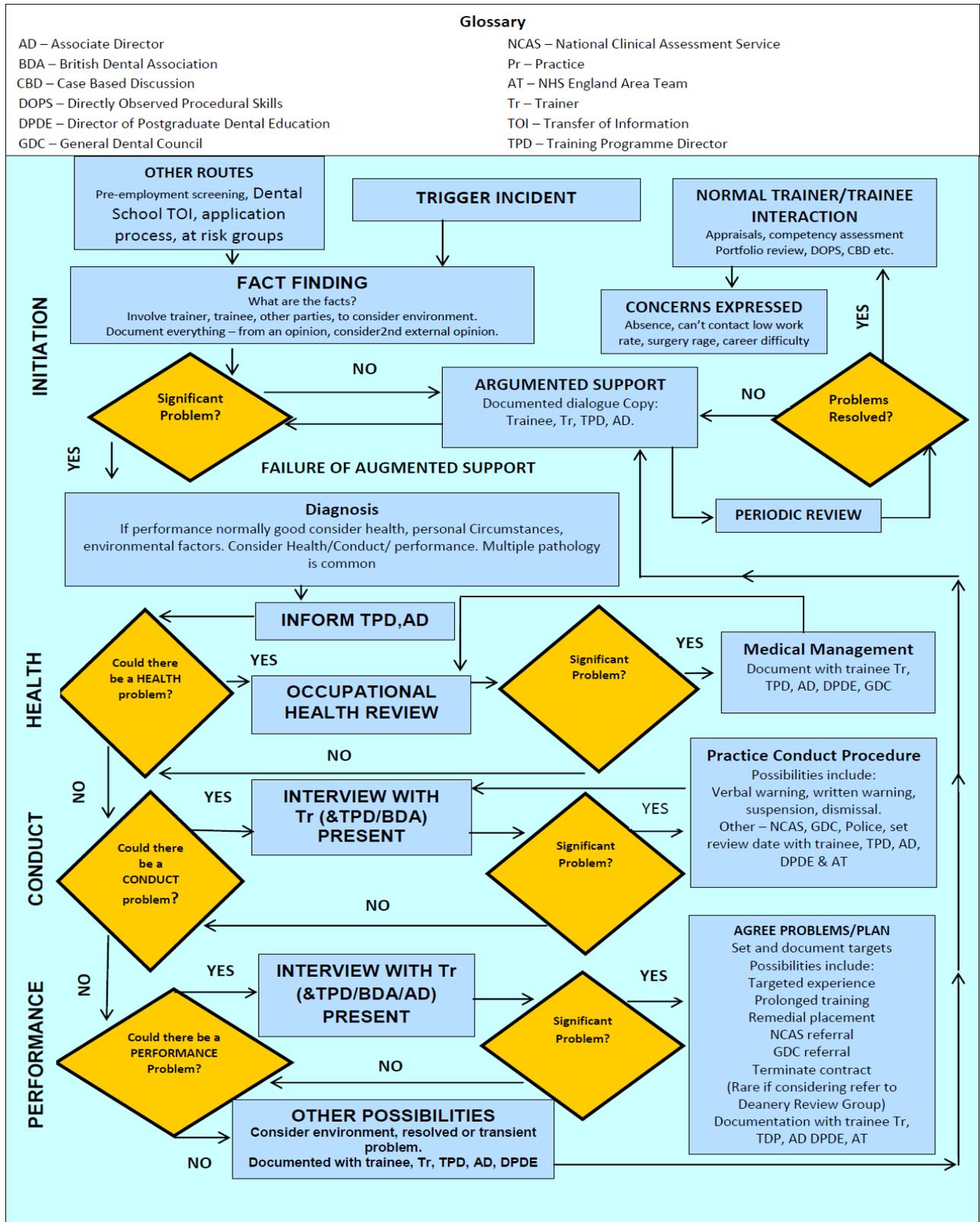
Less Than Full Time Training (LTFT), it should be noted that a trainee has the right to request LTFT and the HEE NW and employer has a duty to consider each application positively, there is no right to LTFT in itself.

What happens if there are problems with the Foundation Dentist?

The TPD, in whose scheme you are based, will be most willing to attempt a solution of the problems and should be contacted promptly.

Algorithm for support of Dentists in Difficulty

Algorithm for support of Dentists in Difficulty



Foundation Dentist's Example Contract 2021-22 – England

FULL-TIME DENTAL FOUNDATION TRAINING IN NHS PRIMARY DENTAL SERVICES

This is a template contract of employment - please notify the Health Education England Local Office should amendment be required

Foundation Dentist's Contract

THIS AGREEMENT is made the _____ day of _____ 20 ____

BETWEEN

of _____

_____ Dental Practice owner/partner (“the Practice”)

and _____ of

Foundation Dentist

and _____ of

Educational Supervisor

Background

This contract of employment applies exclusively to arrangements made under national Dental Foundation Training schemes in [England]. The purpose of Dental Foundation Training is set out in section 30 of the National Health Service (Performers Lists) (England) Regulations 2013 (or equivalent in Wales and Northern Ireland) (‘the Regulations’) and includes the enhancement of clinical and administrative competence, the promotion of high standards and the introduction of the Foundation Dentist to NHS general dental practice in a protected environment while enhancing skills.

The Practice agrees that the Educational Supervisor named above will be the nominated Educational Supervisor of the Foundation Dentist throughout the duration of this contract.

Both the Educational Supervisor and the Foundation Dentist have entered into educational agreements with Health Education England [INSERT LOCAL OFFICE].

The Educational Supervisor has been approved as an Educational Supervisor in NHS General Dental Practice. On that basis the Foundation Dentist wishes to enter employment on a Dental Foundation Training programme with the Practice. The Practice understands that it is a requirement of this contract that the Educational Supervisor provides and is responsible for the relevant training to the Foundation Dentist at the Practice.

The parties agree to establish this contract upon the following terms and conditions:

IT IS AGREED as follows:

The Practice will employ the Foundation Dentist and the Foundation Dentist will work as an employed performer at the Practice to the best of his/her ability and will do his/her best to promote the interests of the Practice and to serve its patients as required.

Subject to any early termination under the clauses below, this agreement shall start on **[ADD DATE]** and shall automatically terminate one year later.

Satisfactory completion of Dental Foundation Training is subject to the Foundation Dentist achieving a Review of Competence Progression (RCP) Outcome 6 (Satisfactory Completion) following a Final Review of Competence Progression. The Foundation Dentist may require additional training time, beyond the twelve months fixed term set out in clause 2, to achieve an Outcome 6. Should further training time be required, a new contract of employment will be required for any extended training period.

No employment with a previous employer counts towards the Foundation Dentist's period of continuous employment with the Practice.

Notwithstanding clause 2 this agreement may be terminated at any time by either party giving one month's notice in writing to the other. If all parties agree, a shorter period of notice or payment in lieu of notice may be given.

The Practice shall be entitled to dismiss the Foundation Dentist at any time without either notice or payment in lieu of notice if the Foundation Dentist commits a serious breach of their obligations as an employee (including but not limited to the obligations as set out below and gross misconduct as defined in the Practice's relevant policy); if they cease to be entitled to work in the United Kingdom; or if they are suspended by the General Dental Council (GDC) or suspended, removed from or denied entry to the Performers List.

The Foundation Dentist is employed by the Practice and reports to the Educational Supervisor. The Foundation Dentist's duties are set out in the attached job description. The Foundation Dentist may be required to undertake other duties from time to time as may reasonably be required. The Foundation Dentist will undertake predominantly NHS treatment during their employment at the Practice. The Foundation Dentist may undertake some private dental treatment during their employment; however, this will not normally exceed more than 5% of their overall activity.

The Foundation Dentist warrants that he/she is entitled to work in the UK and has obtained GDC registration prior to starting employment with the Practice. The Foundation Dentist will notify the Educational Supervisor, the Practice and the Postgraduate Dental Dean/Director immediately if he/she ceases to be so entitled or registered at any time in the duration of this contract.

The Foundation Dentist will not be required to work outside the UK. However, they may be required to work at other locations within the UK in the performance of their duties under this contract of employment.

During employment under this contract the Practice shall pay to the Foundation Dentist a salary at the rates set through the General Dental Services Statement of Financial Entitlements Directions issued annually or otherwise by the Department of Health.

Payments will be made in arrears by monthly instalments on the _____ day of each calendar month.

The Practice acknowledges that termination of this contract for any reason will lead to the stopping of all associated Dental Foundation Training payments from the NHS and that any overpayment from the NHS to the Practice will be repaid by the Practice to the HEE Local Office via the NHS England Local Area Team

The Foundation Dentist will be subject to the National Health Service Pension Scheme Regulations 2015 (as amended from time to time) and the Educational Supervisor will account to the proper authority for all contributions and other payments for which the Foundation Dentist is liable under the said Regulations.

The Practice is entitled to deduct from the Foundation Dentist's salary or other payments due to them any overpayments which the Foundation Dentist may owe to the Practice at any time.

The Practice will pay to the Foundation Dentist in a timely manner all travel and subsistence payments received on behalf of the Foundation Dentist in the monthly schedules from the NHS.

The Foundation Dentist and Educational Supervisor will maintain themselves on the GDC Register and be members of an appropriate dental indemnity organisation during the period of the employment at their own expense.

The Practice will ensure employers' liability cover is in place.

During the continuance of this employment the Educational Supervisor shall:

Be readily available to support the Foundation Dentist at the same premises to allow the Foundation Dentist to fulfil his/her obligations under the contract, for a minimum of 6 sessions (a session is 3.5 hours) per week, at times to coincide with when the Foundation Dentist is working clinically in the practice, not including programmed study days; nominate a suitably qualified and experienced dentist with an NHS Performers List Number to support and supervise the Foundation Dentist's clinical work on the same premises when the Educational Supervisor is not on the same premises or otherwise unavailable.

ensure the Practice can provide the Foundation Dentist with NHS activity in compliance with the Regulations and as determined by Health Education England, COPDEND or any successor organisations;

be available to the Foundation Dentist for guidance in both clinical and administrative matters and take no holiday within the first four weeks of the Foundation Dentist's employment with the Practice;

provide reference material for the use of the Foundation Dentist;

except during holiday or sickness absence of the Educational Supervisor or the Foundation Dentist, provide tutorials (on average, one per week) for the Foundation Dentist. Such tutorials to take place during normal practice hours (not during lunch hours or other breaks) and to be of a minimum of one hour's duration. Exceptionally tutorials may be provided outside of normal practice hours, subject to the prior agreement of the Postgraduate Dental Dean/Director;

carry out workplace based assessments during contracted hours with the Foundation Dentist as determined by Health Education England, COPDEND and any successor organisation;

provide the Foundation Dentist opportunities to perform a broad range of clinical procedures under the NHS and shall ensure as far as reasonably practicable that there is an adequate patient flow to fully occupy clinical time and to allow the Foundation Dentist to demonstrate the competencies within the Dental Foundation Curriculum (see <http://copdend.org>);

complete the required sections of the Dental Foundation Training e-Portfolio provided by Health Education England, COPDEND and any successor organisation;

inform the Postgraduate Dental Dean/Director immediately in writing if the circumstances of the Educational Supervisor, the Practice or the Foundation Dentist change in such a way as to alter the contract of employment or training contract;

inform the Postgraduate Dental Dean/Director immediately should the Foundation Dentist have a cumulative sickness absence greater than 10 days during the duration of this contract;

inform the Postgraduate Dental Dean/Director immediately should the Practice, the Foundation Dentist or the Educational Supervisor be investigated by any NHS body and/or the GDC; and

fulfil the obligations and responsibilities of Educational Supervisors as set out in the Educational Supervisor's educational agreement with Health Education England **[INSERT LOCAL OFFICE]**.

During the continuance of this employment the Practice shall:

provide the Foundation Dentist with in-surgery access to the internet during working hours;

allow and require the Foundation Dentist to attend a minimum of 30 study days or equivalent prescribed virtual or on-line activities in the year as required by the Postgraduate Dental Dean/Director; (or equivalent) and allow the Foundation Dentist to work in practice clinically as a Foundation Dentist on those days when study days are not organised or have been cancelled;

provide the Foundation Dentist without charge satisfactory equipment (including personal protection equipment) and facilities to comply with health and safety and infection control standards as contained in the Department of Health and Social Care's guidance or successor body;

provide the Foundation Dentist with administrative support and the assistance of a suitable experienced and trained dental nurse;

ensure that the Hepatitis B immunisation status of the Foundation Dentist is in line with local guidelines and that the Foundation Dentist is compliant with other blood borne virus policies, where applicable;

nominate a named Practice employee, owner or officer to be the Practice's Lead Contact, **[ADD NAME OF CONTACT]** who shall be a suitably qualified and senior member of the Practice, to liaise with the Postgraduate Dental Dean/Director; and

inform the Postgraduate Dental Dean/Director immediately should the Foundation Dentist or the Educational Supervisor have a cumulative sickness absence greater than 10 days during the duration of this contract.

ensure that the Educational Supervisor receives the payment made to the Practice to supervise the Foundation Dentist without deductions.

Allow the Foundation Dentist to undertake educational activities outside the practice environment as prescribed by the Postgraduate Dental Dean/Director, for a maximum of two days per week inclusive of study days.

Inform the Postgraduate Dental Dean/Director immediately in writing if the circumstances of the Educational Supervisor, the Practice or the Foundation Dentist change in such a way as to alter the contract of employment or training contract.

During the continuance of this employment the Foundation Dentist shall:

fulfil and obey all lawful and reasonable directions and orders of the Educational Supervisor and the Practice and not at any time except in the case of illness or other unavoidable cause or permitted holidays be absent from the Practice without its consent;

maintain a professional approach in behaviours, attitude and demeanour and work cooperatively with colleagues in the Practice, educators and employees of Health Education England, in particular with the dental nurse assigned to him/her; where reasonably practicable, allow the Educational Supervisor access to the Foundation Dentist's summary of performance as set out in the Foundation Dentist's Passport or similar document detailing their dental experience during their undergraduate dental degree.

follow all of the Practice's protocols for taking fees for any NHS or necessary private work which the Foundation Dentist may carry out whilst at the Practice. The Foundation Dentist will not be paid any sums in addition to their salary as set in clause [10]. Any private fees for work done by the Foundation Dentist will accrue to the Practice;

keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her following current good practice, and follow and practise as advised by the Educational Supervisor or the Practice in relation to record keeping;

devote his/her whole time to the Practice during the hours specified in clause [20]. The Foundation Dentist must not, without prior written consent of the Educational Supervisor and Postgraduate Dental Dean be employed (or otherwise engaged as a consultant, worker or as a director or partner), concerned or interested in any other trade or business or profession (unless a registered holder of not more than 5% of the total issued share capital)

unless as part of the training programme, not normally attend any patient or perform any operation or prosthetic work for any person other than the Practice. For the avoidance of doubt, the Foundation Dentist is prohibited from performing any out of hours work during the course of this contract unless it is with the prior written consent of the Educational Supervisor and the Postgraduate Dental Dean/Director. The Foundation Dentist should only perform operations they have been trained and are indemnified to do and should not perform operations outside the GDC Scope of Practice or their indemnity cover.

observe and conform to the provisions of the Dentists Act 1984 so far as they relate to the Foundation Dentist or his/her employment and observe and conform to all the Standards for the Dental Team, as set out by the GDC and commit to provide care in accordance with CQC imperatives.

attend all study day courses and equivalent prescribed virtual or on-line activities as are set out in the published programme and shall not, except in case of illness or other unavoidable cause, absent himself/herself from any such course without the prior consent both of the Educational Supervisor and Health Education England **[INSERT LOCAL OFFICE]**. Such consent will only be given in exceptional circumstances and is subject to the agreement of the Training Programme Director and the Associate Dean for Dental Foundation Training following written application at least 6 weeks in advance. The Foundation Dentist will be expected to make up any study days missed with suitable equivalent training/education at the Foundation Dentist's cost which has been agreed in advance with the Associate Dean for Dental Foundation Training. All study day courses and equivalent prescribed virtual or online activities must be attended from the UK unless in exceptional circumstances and where prior written agreement is given by the **[Dental Postgraduate Dean/OTHER PLEASE INSERT]**.

attend tutorials (on average, one per week) with the Educational Supervisor and participate in work-based assessments as determined by the Health Education England **[INSERT LOCAL OFFICE]**.

maintain and complete the Foundation Training e-Portfolio provided by Health Education England **[INSERT LOCAL OFFICE]**, COPDEND and successor organisations.

undertake such educational studies as may be reasonably advised from time to time by the Training Programme Director and the Associate Dean for Dental Foundation Training.

inform the Postgraduate Dental Dean/Director, Practice and Educational Supervisor of any alteration in his/her circumstances which might affect this contract of employment; and fulfil the obligations and responsibilities of Foundation Dentists in the Dental Foundation Training scheme as contained in Foundation Dentist's educational agreement with Health Education England **[INSERT LOCAL OFFICE]** and the standards expected by the GDC of a dental practitioner.

The Foundation Dentist will normally work 35 hours per week at times as specified by the Practice. Hours worked will usually be between 8am and 8pm Monday to Saturday and a maximum of 6 days in any week inclusive of study days; with a maximum of 8 hours worked in a single day. However, you may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

The Foundation Dentist shall be entitled to 5.6 weeks' holiday, including bank holidays, with full pay during the period of twelve months in the Practice, pro rata for part-time working. Such holidays shall be taken at the times agreed between the parties. The Foundation Dentist shall not take more than 3 days annual leave within the first 8 weeks of the training year or take holidays on study days without the written approval, in advance, of the Associate Dean for Foundation Training and Postgraduate Dental Dean/Director.

Where employment ends or is terminated a payment will be made on a pro-rata basis in respect of any accrued holiday entitlement that has arisen in the relevant leave year but has not been taken on the date of termination.

A deduction will be made from the Foundation Dentist's final pay on a pro-rata basis for any holiday taken in excess of their entitlement in that leave year at the date of termination.

If absent due to sickness the Foundation Dentist is entitled to one month's full pay and two months' half pay. Any entitlement to sick pay ends when this contract ends or is terminated by either party. If the Foundation Dentist is absent from work for any reason, he/she must notify **[Position]** of the reason for absence as soon as possible but no later than **[TIME]** on the first day of absence to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.

The Foundation Dentist should fill out a self-certification form for any period of absence due to illness lasting less than 7 days. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more, a doctor's certificate stating the reason for absence must be obtained at the Foundation Dentist's own cost and supplied to **[POSITION]**. Further certificates must be obtained if the absence continues for longer than the period of the original certificate. Cumulative absence of greater than 10 days during the training year must be reported by the Foundation Dentist to the Postgraduate Dean/Director and will be reviewed by the Postgraduate Dean/Director for possible extension or termination of training.

The Foundation Dentist agrees to consent to a reasonable request for a medical examination (at the Practice's expense) by a doctor nominated by the Practice should the Practice so require. The Foundation Dentist agrees that any report produced in connection with any such examination may be disclosed to the Practice and Health Education England **[INSERT LOCAL OFFICE]** and the Educational Supervisor and the Postgraduate Dean/Director may discuss the contents of the report with the relevant doctor.

Upon notification to the Practice of pregnancy or adoption, the Foundation Dentist may be entitled to maternity, paternity, adoption or shared parental leave (Statutory Leave). During the period of Statutory Leave, the Foundation Dentist's fixed-term contract of employment shall continue unless either party expressly ends it or this fixed-term contract expires.

Foundation Training will not be extended to allow a Foundation Dentist to complete Statutory Leave. Any new contract agreed between the Foundation Dentist, the Practice and the Educational Supervisor must be approved in advance by the Postgraduate Dental

Dean/Director. A Foundation Dentist, who properly qualifies with sufficient continuous employment with the Practice, shall be entitled to Statutory Maternity, Paternity, Adoption or Shared Parental Pay as the case may be. The Foundation Dentist may also be entitled to receive parental bereavement leave and parental bereavement pay subject to satisfying the eligibility criteria in the relevant circumstances.

Nothing in this contract shall entitle the Foundation Dentist to any of the rights or expose him/her to any of the liabilities of a partner or associate, or constitute in any way the relationship of partners or associateship between the Educational Supervisor and the Foundation Dentist.

The Foundation Dentist should note the Practice's disciplinary and grievance procedures. The grievance procedure is contained within Appendix 1 to this agreement. Should the Foundation Dentist have any complaint or grievance regarding his/her employment or terms and conditions relating to that employment, the Foundation Dentist should raise the matter initially with the Practice and notify the Postgraduate Dental Dean/Director or his/her nominated deputy. The full disciplinary rules in place in the Practice are set out in Appendix 2.

The Educational Supervisor reserves the right to suspend the Foundation Dentist with pay for a period of no longer than necessary for the purposes of investigating any allegation of misconduct or neglect against the Foundation Dentist. Any suspension must be immediately informed to the Postgraduate Dental Dean/Director of Postgraduate Dental Education in Health Education England **[INSERT LOCAL OFFICE]**.

The Foundation Dentist shall not use or disclose to any person either during or at any time after his/her employment with the Practice any confidential information about the business or affairs of the Educational Supervisor or Practice or any of the Educational Supervisor's patients or Practice employees.

For the purposes of clause [31], confidential information means any personal information or matter which is not in the public domain and which relates to the affairs of the Practice, Educational Supervisor or any of the Educational Supervisor's patients or Practice employees.

The restriction in Clause [31] does not:

prevent the Foundation Dentist from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or

apply to any disclosure that has been authorised by the Practice, as required by law; or the GDC or Health Education England **[INSERT LOCAL OFFICE]**.

All documents, manuals, hardware and software provided for the Foundation Dentist's use by the Practice, and any data or documents (including copies) produced, maintained or stored on the Practice's computer systems or other electronic equipment (including mobile phones), remain the property of the Practice.

The Foundation Dentist acknowledges and agrees that their personal data will be collected and processed by the Practice in accordance the requirements set out in the UK Data Protection Act 2018 and General Data Protection Regulation 2018. The Foundation Dentist acknowledges and agrees that their personal data may be shared by the Practice with others who have responsibility for the organisation, management and delivery of Dental Foundation Training where it is appropriate to do so.

The Foundation Dentist shall comply with the Practice's data protection policy when handling employee or patient data in the course of their training.

Any Practice property in the Foundation Dentist's possession and any original or copy documents obtained by the Foundation Dentist in the course of his/her employment shall

be returned to the Practice at any time on request and in any event prior to the termination of the Foundation Dentist's employment with the Practice.

Should the Educational Supervisor become unavailable to supervise the Foundation Dentist for two weeks or more due to sickness, maternity leave or any other reason, the Practice and/or the Educational Supervisor will ensure that they contact the Postgraduate Dental Dean/Director to agree alternative arrangements for supervision.

In this agreement references to any enactment order regulation or other similar instrument shall be construed as a reference to such enactment order regulation or instrument as amended from time to time or as replaced by any subsequent enactment order regulation or instrument.

Signed as a deed by the Educational Supervisor [Insert signatory name]

.....

in the presence of:

.....

Witness

[Insert witness name]

[Insert witness address]

[Insert witness occupation]

Signed as a deed by the Foundation Dentist [Insert signatory name]

.....

in the presence of:

.....

Witness

[Insert witness name]

[Insert witness address]

[Insert witness occupation]

Option 1: FOR Practices that are COMPANIES / LLPs

Executed as a deed by [Insert Practice company / LLP name] acting by [insert signatory name]

.....
[“Director” for company / “Member” for LLP]
in the presence of:

.....
Witness

[Insert witness name]
[Insert witness address]
[Insert witness occupation]

Option 2: FOR Practices that are PARTNERSHIPS

[Drafting note – because a partnership does not have its own legal status independently of the individual partners who participate in it, in order for a deed to be validly executed by a partnership either (i) all of the partners comprising the partnership must sign the document in their own right or (ii) evidence must be obtained (eg a valid power of attorney) that the partner(s) signing the document are duly authorised to do so on behalf of all the partners comprising the partnership. In most cases the partners will be individual persons in which case the form of words below is to be used, though if a partner is a company, the form of words above should be used.]

Executed as a deed by [Insert name of signatory] in their capacity as a partner of [Insert partnership name]

.....
Partner

in the presence of:

.....
Witness

[Insert witness name]
[Insert witness address]
[Insert witness occupation]

Option 3: FOR Practices that are sole traders

Executed as a deed by [Insert Practice owner’s name]:

.....
In their capacity as Owner of the Practice
in the presence of:

.....

Witness

[Insert witness name]

[Insert witness address]

[Insert witness occupation]

[Drafting note – in the event that any other capacity of legal entity is proposed to sign the deed, you should consider taking legal advice on the form of signature block prior to completion]

**HEALTH EDUCATION ENGLAND [ADD LOCAL OFFICE]
EDUCATIONAL AGREEMENT
DENTAL FOUNDATION TRAINING SCHEME IN GENERAL DENTAL PRACTICE**

THE PURPOSE OF THIS EDUCATIONAL AGREEMENT IS TO SET OUT THE TERMS OF YOUR PARTICIPATION AS A FOUNDATION DENTIST ON THE HEALTH EDUCATION ENGLAND [ADD LOCAL OFFICE] DENTAL FOUNDATION TRAINING SCHEME. THIS IS NOT A CONTRACT OF EMPLOYMENT.

This is to confirm that:

NAME:

ADDRESS:

has been successfully appointed through the national recruitment process to a Dental Foundation Training (DFT) place within **[ADD HEE LOCAL OFFICE and SCHEME NAME]**.

Your allocated practice is **[ADD NAME OF PRACTICE]** ('the Practice') and your allocated Educational Supervisor (ES) is **[ADD NAME OF ES]**. The training place will be for one year commencing on **[ADD DATE]** and ending on **[ADD DATE]**.

This educational agreement should be read in conjunction with the Committee of Postgraduate Dental Deans and Directors (COPDEND) approved national DFT contract ('the Contract'). The Contract will be provided to you by the Practice. It is your contract of employment with the Practice and must be signed by you; your Educational Supervisor; and the Practice. Please return a copy of it by email to **[ADD PERSON]** by **[ADD DATE]**.

Dental Foundation Training is subject to the requirements set out in the A Reference Guide for Dental Foundation Training in England, Wales and Northern Ireland, known as the Dental Blue Guide.

As the Foundation Dentist (FD) named above you agree to comply with the requirements set out below and shall carry out, to the best of your abilities, the duties listed below for the period of your DFT placement,:

Take up the FD placement at the Practice; enter into the nationally agreed Contract with your Educational Supervisor and Practice and abide by its terms in all respects.

Devote your whole time to the Practice during the agreed hours of work, as set out in the Contract except where required to take part in other educational activities prescribed by the Postgraduate Dental Dean or the Associate Dean for Dental Foundation Training or required by the Postgraduate Dental Dean or the Associate Dean for Dental Foundation Training to be redeployed to support the NHS respond to a public health emergency

Not to work any additional hours, outside the agreed hours of work, for additional monies within or outside the practice without the prior written consent of your Educational Supervisor and the Postgraduate Dental Dean/Director.

Not [without prior written consent of your Educational Supervisor and the Postgraduate Dental Dean] be employed (or otherwise engaged as a consultant, worker or as a

director or partner), concerned or interested in any other trade or business or profession (unless a registered holder of not more than 5% of the total issued share capital).

Participate in an initial Personal Development Planning interview with your Educational Supervisor to identify your strengths and weaknesses and work with your Educational Supervisor to draw up and work to a personal development plan (PDP). Personal Development Planning is an integral part of the DFT programme. You agree to make your record of undergraduate experience and activity, provided by your dental school, available to your Educational Supervisor at the meeting to support the planning process.

Work under the direction of your Educational Supervisor and nominated dentist; seek advice and help on clinical and administrative matters where necessary.

Observe and conform to the provisions of the Dentists Act 1984 and the Dental Blue Guide so far as they relate to you or your employment; maintain a professional attitude and demeanour, ensure that you treat colleagues and patients with dignity and respect; do not discriminate on any protected ground and, at all times, observe and conform to all the Standards For Dental Professionals, as set out by the GDC. Your training placement is subject to your entry on the Dental Performers List.

You must immediately inform the Postgraduate Dental Dean/Director, Practice and your Educational Supervisor of any alteration in your circumstances which might affect this Educational Agreement and the progression of your training. This includes any prolonged absence from training due to sick leave, maternity, paternity or shared parental leave or being denied entry to the Dental Performers List.

In the interests of good patient care and the good management of the practice, draw your Educational Supervisor's attention to any problems encountered immediately when they become apparent.

Attend regular tutorials (usually weekly) within normal working hours (such tutorials to be of at least one hour's duration and recorded and reflected upon in the DFT e-Portfolio).

Participate in all study day courses and equivalent prescribed virtual or on-line activities as are set out in the published programme and you shall not, except in case of illness or other unavoidable cause, fail to attend any such course without the prior consent of both your Educational Supervisor and Health Education England [ADD LOCAL OFFICE]. Such consent will only be allowed in exceptional circumstances and is subject to the agreement of the Training Programme Director, Associate Dean/Regional Dental Foundation Training Advisor and the Postgraduate Dental Dean/Director following your written application at least 6 weeks in advance. If granted, you will be expected to make up any study days missed with suitable equivalent training/education, agreed in advance with the Associate Dean/Regional Dental Foundation Training Advisor. All study day courses and equivalent prescribed virtual or online activities must be attended from the UK unless in exceptional circumstances and where prior written agreement is given by the **Dental Postgraduate Dean and Education Supervisor**.

Co-operate with your Educational Supervisor and the Practice to ensure that you make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, you are fully occupied.

You must undertake such educational studies as may be reasonably advised from time to time by the Regional Foundation Training Advisor/Associate Dean/DFT Training Programme Director of DFT or your Educational Supervisor.

Work with your Educational Supervisor and nominated dentist to ensure that your progress and professional development are assessed and monitored, using the DFT e-Portfolio and any other material provided for this purpose; and to ensure that the relevant documentation is kept up-to-date. You must maintain and complete your eportfolio regularly and in a timely manner.

Undertake any specified activities as part of the assessment process within DFT. This includes making yourself available for work-based assessments and any scheme specific requirements, such as case studies, coursework, or clinical audits as required by Health Education England **[ADD LOCAL OFFICE]** and responding in a timely fashion to its requests for information, feedback and questionnaires sent to you.

Act as a full and committed member of the dental practice team at the training Practice, participating in Practice meetings, following proper Practice protocols and cooperating with Practice staff in all respects.

Take out and maintain professional indemnity cover throughout the training period and practise according to General Dental Council and other relevant professional guidelines.

Comply with the process required for satisfactory completion of the DFT scheme, including any interim and final assessment of progress. Should further training time be required to complete the scheme, Health Education England **[ADD LOCAL OFFICE]** will endeavour to find an appropriate training placement. Please note that additional training may be at a placement other than the Practice detailed above. The award of an Outcome 4 (Termination of Training) by a RCP Panel which is upheld at appeal (if necessary) will automatically result in the termination of your place on the DFT programme.

In the event of disagreement or dispute with your Educational Supervisor and/or the Practice, you should first try to resolve this informally with your Educational Supervisor and/or the Practice. Where this is not possible you should bring this matter to the attention of the Training Programme Director / who will take appropriate steps to resolve the disagreement or dispute. You are required to assist Health Education England **[ADD LOCAL OFFICE]** to resolve any disagreement or dispute that may arise. The DFT TPD shall be made aware of any problems within the training environment without delay.

You acknowledge and agree that your personal data will be collected and processed by Health Education England and that your personal data may be shared with others who have responsibility for the organisation, management and delivery of the Dental Foundation Training Scheme where it is needed to manage your training.

You accept that potential breaches of this Educational Agreement will be reviewed by the Postgraduate Dental Dean and/or DFT's Associate Dean/ Regional Foundation Training Advisor and/or TPD.

If at any time, when your health and welfare is a major concern, the Health Education England **[ADD LOCAL OFFICE]** may suspend you from training placement at the Practice. Such a suspension is a neutral act to allow the Health Education England **[ADD LOCAL OFFICE]** to review any issues that may have arisen and, where appropriate, to investigate those concerns. Any suspension will be kept under review by the Health Education England **[ADD LOCAL OFFICE]**.

Serious breaches of this Educational Agreement may result in the termination of your place on the DFT programme.

In signing this agreement you confirm that you have read and accepted the terms of the Health Education England privacy notice <https://www.hee.nhs.uk/about/privacy-notice>

SIGNATURE: _____
[ADD NAME], Postgraduate Dental Dean/Director

SIGNATURE: _____
[ADD NAME], Foundation Dentist

DATE: _____

Please sign and date both copies of this agreement. One copy is for your records and one copy is to be returned to:

[ADD ADDRESS]



Side letter to: Full-Time Dental Foundation Training in the General Dental Services Contract

Name of Foundation Dentist:

I/we.....

Address(es).....

.. (Educational Supervisor and practice owner/partner)

confirm that the Foundation Dentist named above will have the opportunity to engage in clinical dental activity at the above practice(s) for 35 hours a week in a fully equipped and staffed environment, except those weeks when there are Health Education England **[INSERT LOCAL OFFICE]** organised study days or events where the hours will be reduced pro rata.

I/We will nominate a suitably qualified and experienced dentist with an NHS Performers List Number to support and supervise the Foundation Dentist’s clinical work on the same premises when the Educational Supervisor is not on the same premises or otherwise unavailable and inform HEE **[INSERT LOCAL OFFICE]** of the name of the nominated individual;

I/We also confirm that the Foundation Dentist named above will, subject to any restrictions outlined above, have the opportunity to undertake a full range of NHS dental treatments at this practice (these practices), including the following treatments and have the appropriate clinical support in these areas:

Minor oral surgery, to include: division of roots or reflection of simple flap, bone removal, removal of roots, suturing.

Complete and partial removable prostheses

Conventional and adhesive indirect full and partial coverage restorations

Conventional and adhesive bridgework

Endodontics, to include multi-rooted teeth

Posterior direct composite restorations to include 2 or more surface restorations

Stainless steel crowns

Cobalt chrome dentures

I/We also confirm that the Foundation Dentist will undertake predominantly NHS treatment during their employment and any private treatment undertaken will not [not normally] exceed more than 5% of the Foundation Dentist’s overall workload. I/We also confirm that the Foundation Dentist will not be allowed to work outside the parameters of their indemnity cover and clinical dentistry as described in General Dental Council - Scope of Practice.

Should the Government or NHS England issue guidance or impose restrictions on primary care dentistry that significantly curtail the ability of the Dental Practice to provide a full range of clinical dental activity, alternative arrangements may apply. I/We agree to work with Health Education England to redeploy the Foundation Dentist to support their continued education and training and/or to support the response to a public health emergency. Should NHS England apply an abatement to the service costs to the contractor under the GDS/PDS contract, HEE reserves the right to apply a similar abatement to the service costs of the Dental Foundation Training contract.

I/We agree to refund to HEE **[INSERT LOCAL OFFICE]** via NHS England, any payments associated with Dental Foundation Training due to, for example, a period of sick pay or maternity leave.

Signed Educational Supervisor.....

Print name:

Signed Practice owner/partner.....

Print name.....

Practice Address:

(Please return with the Foundation Contract to Health Education England **[INSERT LOCAL OFFICE]** and retain one copy)

The Foundation Curriculum

A Curriculum for UK Dental Foundation Programme Training - COPDEND

The Dental Foundation curriculum aims to set the ethos for a lifetime of continuing professional development and create reflective practitioners who are aware of their strengths and weaknesses. It involves Foundation Dentist's (FD's) in both in and out-of-practice activity. The curriculum was designed to cover two years.

The focus of the curriculum is to apply and develop knowledge acquired during undergraduate training, in a general practice environment. The following link may be useful in relation to tutorials:

<https://www.copdend.org/wp-content/uploads/2018/08/Curriculum-2016-Printable-reverse-colourway.pdf>

FD Forum

Dental Foundation Training - Foundation Dentist Forum

TERMS OF REFERENCE

OBJECTIVES

All FDs will have input into the training scheme, to support the quality assurance process of the Dental Section of Health Education England (working across the North West). Nominated FDs from each scheme will act as representatives for their scheme, liaising with colleagues to bring ideas, suggestions and comments to the Forum.

QUORUM

All members form the quorum. Meetings which are not quorate may proceed but decisions should subsequently be ratified by acceptance of the minutes by a quorate meeting of the forum

FORUM MEMBERSHIP

The Forum is chaired by the Head of Dental Education & Workforce Development who is appointed by Health Education England (working across the North West).

Other members of the Forum include:

- 1 Nominated Foundation Dentist from each of the 9 Schemes.
DFT Programme Co-Ordinator
DFT Administrator

Attendance at Forum meetings can be by a nominated deputy of the foundation dentist if the named foundation dentist is unable to attend.

REPORTING ARRANGEMENTS

The Forum will feed back to the DFT Executive.

FREQUENCY OF MEETINGS

The Forum will meet quarterly. The Forum will consider issues such as:

- Feedback on national and local recruitment

- FD input on induction
- Involvement in the planning of study days and PGMCs
- FD input to identify what works well and what does not work well in aspects of training/study days
- Feedback on e-portfolio
- Report from each scheme
- Feedback on Educational Supervisors and their practices
- Work based assessments and tutorials
- Feedback on TPDs

Health Education England (working across the North West) to support scheme representatives for travel expenses to attend DFT FD Forum to ensure that representatives are given time from Educational Supervisor to attend. All Forum members to ensure actions followed up.

Health Education England (working across the North West) to write up minutes for approval, then disseminate to DFT Executive, and Postgraduate Education Centre Administrators.

Liaise with DFT Executive and take forward actions.

Report back to the Forum recommendations/action taken from the DFT Executive.

TERMS OF REFERENCE REVIEW DATES

The Forum model and terms of reference should be reviewed on an annual basis.

The confidentiality of the Forum will be upheld by all members.

Dress codes

for postgraduate medical and dental recruitment, training and assessment

Introduction

The following guidance outlines some specific issues and recommendations with respect to appropriate dress for clinical settings and examinations for dentists in training. The paper has been discussed and agreed by COGPED, COPDEND and COPMeD (2011).

The guidance relates to dress only but it remains the responsibility of all dentists to ensure that their appearance is compatible with their professional role and does not, in any way, impede the effective delivery of the roles and responsibilities of a dentist; including communication with patients, relatives, carers and other staff.

Conventionally in the UK, formal professional practice between dentist and patients is appropriately marked by a certain formality of dress. It is therefore, legitimate to require trainees to dress in this fashion. This would exclude among others, inappropriately revealing styles, such as low-cut necklines and mini-skirts or clothes that are not clean (clearly clothes made unclean during an emergency/acute event would be an exception to this). In addition, the wearing of dangling jewellery/accessories or hairstyles that could interfere with the physical examination of or interaction with a patient are also regarded as inappropriate.

COPMeD Revision 2011

Guidance is available from NHS Professionals on dress codes and their application throughout the NHS. It highlights that there are legitimate reasons for enforcing a dress code including Health and Safety considerations, practicality, governance and professionalism.

It is recommended that such policies should be reviewed regularly, be consistent, be clear and applied with sensitivity. Consultation with special interest groups by Local Education Providers (LEPs), and persons with specific religious or cultural requirements is recommended where relevant.

None of these factors are inconsistent with a general duty to make reasonable efforts to accommodate needs and preferences arising from religious or cultural factors. An example of this might be a reasonable effort to accommodate to a religious objection to a 'bare below elbows' policy by the provision of special gloves or protectors by a LEP; though any such adjustment must be deemed "feasible" by the LEP. These issues are mainly the concern of the employer of the trainee,

rather than the HEE NW [whose role may be as a commissioner, provider of education, or both]. Nonetheless, Deaneries should be mindful of relevant GMC or GDC advice that a dress code may require the removal of any garment that inhibits clinical communication; such as those that cover or obscure the face.

A distinction should be drawn between 'patient facing' professional roles, and activity in an educational context alone. For Deaneries, in the latter case, clinical dress codes may not be held to apply in informal settings, but they will apply, in formal processes such as recruitment to specialty training (including GP), professional, examinations, ARCP panels and other more formal HENW/specialty processes.

Recruitment and selection may involve contact with simulated patients who should be considered and treated as if they were patients, for clinical communication, physical examination and assessment of clinical performance. Irrespective of those additional considerations, recruitment and selection panels will expect the candidate to have their face exposed.

There is some case law on the application of a dress code in a teaching context. A tribunal upheld the right of a local authority to require the removal of a face veil by a teacher as non-discriminatory, given the importance of effective communication, and the consistent application of such a policy. This decision was sustained at appeal [see below]. These issues are clearly part of a larger agenda concerning respect for principles of equality and diversity fully articulated in GMC standards Domain 3, to which PG Deaneries are obliged to conform.

Professional examinations form part of the assessment framework of most GMC approved specialty curricula. In most instances (and where it is not a requirement, this should be expressly stated in guidance for professional examinations), the same dress code will apply for professional examinations as it does for day to day clinical practice/contact with patients; this means that forms of dress should not constrain the candidates ability to demonstrate recognised skills. Forms of dress that cover the face will normally be deemed inappropriate in such examinations.

Suggested HEE NW Policies

- Deaneries advise trainees to observe the legitimate dress codes of employing Local Education Providers i.e. in Dental Foundation the employing Practice
- This may include maintaining appropriate standards of appearance, dress and personal hygiene [for example the avoidance of large earrings, inappropriate skin exposure, unstable shoes etc.]

- Differentiation between male and female dress codes is legitimate, given application of the criteria listed above
- Garments that may interfere with clinical communication, and its assessment, should be removed at appropriate times.
- Similarly, examiners and those involved in recruitment should require the removal of garments that obscure the face during the exam or recruitment process, and have regard to the maintenance of standards of dress as above.

Final Version

COPMeD (David Sowden) amended to cover dental training

October 2011

Useful Addresses

COPDEND www.copdend.org

British Dental Association

64 Wimpole Street
London W1G 8YS

Tel: 020 7935 0875

Fax: 020 7487 5232

Email: enquiries@bda.org

Web: www.bda.org

General Dental Council

37 Wimpole Street
London W1G 8DQ

Tel: 0845 222 4141

Web: www.gdc-uk.org

Faculty of General Dental Practitioners

The Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London WC2A 3PN

Tel: 0207 7869 6754

Email: fgdp@rcseng.ac.uk

Faculty of Dental Surgery

Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London WC2A 3PE

Tel: 020 7869 6810

Email: fds@rcseng.ac.uk

Web: www.rcseng.ac.uk

Medical & Dental Defence Union

Mackintosh House
120 Blythswood Street
Glasgow G2 4EA

Tel: 0845 270 2034

Fax: 0141 228 1208

Email: advice@mddus.com