

HEE NW Portfolio Guide and Requirements 2022 2023

To be used as a guide throughout the Dental Foundation Training (DFT) year. You will see that some of the requirements noted here are lower than stipulated in the portfolio.

Portfolio Checklist 2022 2023

Please utilise the following checklist to ensure full and timely engagement from both Foundation Dentist (FD) and Educational Supervisor (ES).

Education Transition Document

All UK graduates will have an Education Transition Document issued by their dental school. It has two parts (Part A and B). Both parts of this document must be uploaded to the DFT portfolio at the start of the training year.

It should also be shared at the start of the year with Educational Supervisors and form the basis of the first joint protected learning time session (tutorial), in which it should be jointly reviewed (a PDP could be created on the DFT Portfolio for the year ahead).

Reflections on Study Day

FDs are not required to complete these on the portfolio as your reflections & feedback on those days will be completed on our online booking system, **Maxcourse**. On the eportfolio, you simply need to enter:

- *Date of the study*
- *Topic*
- In the 'Reflection on learning' box, state '*evaluation completed*'.

This will be your self-certification.

Please note attendance at study days is mandatory and a requirement of satisfactory completion of your DFT year. A record of attendance is kept, and it will be your responsibility to ensure you have signed in and out of each session. Leave should not be taken during term time. You will require special permission to miss any study days. You do not need to book yourself onto the study day, as your place will be pre-booked. An attendance register will be available at the start and end of every study day. It is important that you sign the attendance register, as this will be sent as proof of attendance. Once your attendance has been added to Maxcourse it is essential you complete the evaluation. This helps everyone to review, update and improve the programme. If this is not completed, you will not be able to access your Certificate of Attendance.

Direct Observation of Procedural Skills (DOPS)

All DOPS should be assessed in line with the standard expected of a new GDC registrant, a Safe Beginner.

GDC Definition of Safe Beginner:

'Safe beginner - a rounded professional who, in addition to being a competent clinician and /or technician, will have the range of professional skills required to begin working as part of a dental team and be well prepared for independent practice. They will be able to assess their own capabilities and limitations, act within these boundaries and will know when to request support and advice. Independent practice – working with autonomy within the GDC Scope of Practice, and own competence, once registered. Independent practice does not mean working alone and in isolation, but within the context of the wider dental and healthcare team, and may be under supervision if newly qualified'.

GDC, Preparedness for Practice (2015) [https://www.gdc-uk.org/docs/default-source/quality-assurance/preparing-for-practice-\(revised-2015\).pdf?sfvrsn=81d58c49_2](https://www.gdc-uk.org/docs/default-source/quality-assurance/preparing-for-practice-(revised-2015).pdf?sfvrsn=81d58c49_2)

List of DOPS to be undertaken (mandatory part of ESR):

1. New Adult Exam
2. Simple Restoration (amalgam or composite)

List of Generic DOPS to be undertaken (mandatory part of ESR):

1. Bitewing radiographs and interpretation / reporting
2. New Child Exam
3. ID Block
4. Rubber Dam placement
5. Extraction
6. Endodontic Access Cavity
7. Alginate Impression

N.B Multiple DOPS can be carried out within the same appointment – for example it is likely the placement of a rubber dam will be carried out with an access cavity. Separate DOP form for each item, even if within the same appointment.

Work-based assessments

Should be used to provide evidence that you have addressed all 11 competencies at least once during your DFT year.

A Dental Evaluation of Performance Tool (ADEPTs)

All ADEPTs should be assessed using the standard expected upon completion of DFT, as a reference point (independent practice).

The ADEPT form is a record of an assessment of your dental performance in a clinical situation. You should be observed throughout a whole appointment or part of a patient encounter with a patient. Observation should commence before the patient is present, with prior discussion about your treatment planning, and then whilst you provide treatment. After treatment has finished and the patient has departed, an assessment is made of your performance. This is normally carried out by your ES, but could be another ES, or TPD.

The clinical situation is recorded at the top of the form. This will cover one or more of the listed clinical competencies, which need to be identified. The assessor scores your performance in each of the categories, and then will spend time with you giving feedback and discussing the learning needs highlighted by your assessment. During this feedback session, you will be asked to rate your performance, your insight. Your assessor will also then assess and score your insight into your performance.

Minimum requirements:

- 8 by end of month 5
- 18 by end of month 9

If you score 1 or 2 across multiple competencies, the ADEPT should be repeated.

YOUR ES SHOULD GENERATE A LEARNING NEED AT THE END OF THE ADEPT BASED ON THEIR FEEDBACK. IT IS RECOMMENDED FROM OCTOBER 2 ADEPTs ARE CARRIED OUT EACH MONTH

Case Based Discussions (CbDs)

All CBDs should be assessed using the standard expected upon completion of DFT, as a reference point (independent practice).

The CbD (Case-based Discussion) form is a record of an assessment of your dental performance made from a presentation of clinical treatment you have carried out. You provide a verbal presentation of your management of a case, normally to your Educational Supervisor, using all clinical records that are relevant. An assessment is then made of your performance.

The clinical situation is recorded at the top of the form. This will cover one or more of the listed clinical competencies, which need to be identified. The assessor scores your performance in each of the categories, and then will spend time with you giving feedback and discussing the learning needs highlighted by your assessment. During this feedback session, you will be asked to rate your performance, your insight. Your assessor will also then assess and score your insight into your performance.

Minimum requirements:

- 5 by the end of month 5
- 10 by the end of month 9

YOUR ES SHOULD GENERATE A LEARNING NEED AT THE END OF THE CbD BASED ON THEIR FEEDBACK.

Tutorials/Joint Protected Learning Time

At least one hour per week should be clearly set aside in the appointment diaries of both FDs and ESs to undertake a variety of activities including didactic tutorials, practical tutorials, observations and workplace-based assessments throughout the year. These need to be carried out during your normal working hours.

All of which should be based on and follow the learning needs and PDP as evidenced on the DFT Portfolio.

We have changed the division of 40 tutorial sessions for flexibility

- 30 sessions can be designated to traditional 1-1 tutorials
- 10 can be used as Joint Protected Learning Times, to undertake Workplace Based Assessments (eg DOPs/ ADEPT / CbD).

Reflections

We have reduced the number of required ‘Reflections’ to 1 per month, to focus on quality of reflective writing rather than number of reflective logs. Additional ‘Reflections’ maybe requested by your TPD or ES to facilitate your learning. You may also be asked to reflect on topics by the Interim Review of Competence Progression (IRCP) or Final Review of Competence Progression (FRCP) panels.

You may choose to reflect on any useful aspect of your DFT experience. Your ES and TPD will provide guidance.

Suggested guide provided below ([this is not prescriptive](#)):

MONTH	<u>SUGGESTED TOPIC OF REFLECTION</u>
September	Transition from undergraduate to Foundation Dentist
October	How do I react and respond to feedback
November	Working independently and providing clinical care. How do I feel after 2 months of training?
December	How do I feel after the first four months of training? How do I ensure my own wellbeing?
January	New year, new start – thoughts on career pathways
February	IRCP – reflections on Multi Source Feedback (MSF) and Patient Satisfaction Questionnaire (PSQ) as well as any identified learning needs and proposed action plan
March	Reflection on working with the dental team and comparison with dental school experiences
April	Reflection on phasing of treatment in the NHS –in line with guidelines
May	Reflection on practice audit
June	Reflection on any recent challenging patient encounter

Simulation Learning Exercise (SLE)

Simulated learning exercises are useful learning tools to help both you and your ES support your development.

SLEs are not compulsory. You should consider using plastic and/or extracted teeth that have been through a sterilisation process within your practice. If a patient has cancelled and you have time spare, we would encourage you to do this to improve your clinical skills.

You may wish to practise a certain treatment with your ES who can then produce a report on the e-portfolio.

By IRCP if you are low on evidence of competency of a particular treatment. Your TPD, ES and/or IRCP Panel may ask that you to carry out a certain number of SLEs by FRCP.

Audit

A completed clinical audit is a requirement of the DFT year.

A study session will be held in Term 1 to explain the audit process, and all relevant resources will be available on the DFT Hub. The submission deadline is **Thursday 27th April 2023**, and the completed audit report should be uploaded to your portfolio by this date.

A peer review study session should be held following this to discuss the completed FD audits as a group.

APLAN & Case Presentations

All FDs must produce and present a case presentation as part of the DFT year.

HEE NW uses a platform called APLAN for uploading case presentations and allowing for digital peer review. There will be **three milestones** throughout the year.

Both FDs and ESs will participate in the APLAN process. More information will be provided during the induction and protected time within the study programme will allow for this work.

PLEASE SEE THE PORTFOLIO CHECKLIST FOR IMPORTANT DATES FOR EACH MILESTONE

Learning Needs

Throughout the year you will identify learning needs, and it is important you record these on the e-portfolio with your Educational Supervisor or Training Programme Director. You should input at least **20 learning needs** onto the e-portfolio (your ES & TPD can also add them). Some learning needs will be identified early on through your own independent learning, others may arise from work-based assessments (e.g an ADEPT).

You should use the e-portfolio to show that you have addressed specific learning needs throughout the year and show how you have achieved this.

HEE NW Dental Portfolio Checklist & requirements 2022 2023

The following tables are a guide, you are not required to complete this, but it may be a useful checklist throughout the year.

Table 2 – Portfolio Checklist

MONTH	FD Activity	ES Activity	Completed
September	Learning Agreement		
	Foundation Dentist's Details		
	Pre-DFT Clinical Experience	Review dental school numbers and confidence levels	
	Values and Expectations	Values and Expectations	
	Upload ETD Document	Review ETD Agree learning needs and PDP for year ahead	
	One reflection	Review and sign reflective log	
	Practice Induction Checklist	Undertake induction.	
	Joint Protected Learning time/tutorials – minimum 4 to be completed this month	Complete on portfolio	
	DOPS – Ideally Adult Exam, BW Radiographs & Simple Adult Filling	Undertake DOPs	
	Complete Clinical Experience Log for September	ES to ensure accuracy	
		ES to complete non-working day logs	
	NOT APPLICABLE		
	APLAN MILESTONE ONE SUBMISSIONS OPEN 9TH SEPT		

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MONTH	FD Activity	ES Activity	Completed
October	DOPS	Undertake all remaining DOPS	
	ADEPTs	ADEPTs	
	Upload APLAN MILESTONE ONE BY 7TH OCTOBER APLAN CASE REVIEW BETWEEN 8th & 19th October	NOT APPLICABLE	
	Joint Protected Learning time/Tutorials	Complete on portfolio	
	One reflection	Review and sign reflective log	
	CbDs – Ideally 2	CbDs – Ideally 2	
	Complete Clinical Experience Log for October	ES to ensure accuracy	
		ES to complete non-working day logs	
	Complete ESR report by 28th October	Complete ESR report by 28th October	

MONTH	FD Activity	ES Activity	Completed
November	Record Card Review	Check accuracy. Redo if low score	
	MSF Completed by 30th November	MSF Completed by 30th November	
	ADEPTs	ADEPTs	
	Joint Protected Learning time/tutorials	Complete on portfolio	
	One reflection	Review and sign reflective log	
	CbDs	CBD	
	Complete Clinical Experience Log for November	ES to ensure accuracy	
	ES to complete non-working day logs		

MONTH	FD Activity	ES Activity	Completed
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December	ADEPTs	ADEPTs	
	Joint Protected Learning time/tutorials	Complete on portfolio	
	One reflection	Review and sign reflective log	
	CbDs	CbDs	
	Complete Clinical Experience Log for December	ES to ensure accuracy	
		ES to complete non-working day logs	
	Patient Satisfaction Questionnaire (PSQ) by 31st Dec	Review completed PSQs	
	APLAN MILESTONE 2 SUBMISSIONS OPEN 30TH DEC		

MONTH	FD Activity	ES Activity	Completed
January	ADEPTs	ADEPTS	
	One reflection	Review and sign reflective log	
	CbDs	CbDs	
	Complete Clinical Experience Log for January	ES to ensure accuracy	
		ES to complete non-working day logs	
	UPLOAD APLAN MILESTONE 2 BY 27TH JAN		

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MONTH	FD Activity	ES Activity	Completed
February	APLAN PEER REVIEW ACTIVITY BY 8TH FEB	APLAN PEER REVIEW ACTIVITY BY 8TH FEB	
	Complete IRCP report by 17 th Feb	Complete IRCP report by 17 th Feb	
	ADEPTs	ADEPTs	
	Joint Protected Learning time/tutorials	Joint Protected Learning time/tutorials	
	One Reflection	Review and sign reflective log	
	Upload BSA Compass Monthly Statement	Ensure visible under FD Uploads to verify UDAs completed	
	CbDs	CbDs	
	Complete Clinical Experience Log for January	ES to ensure accuracy	
		ES to complete non-working day logs	

IRCP 17th Feb 2023, requires a **minimum** of:

- 5 Reflections
- 2 DOPS & 7 Generic DOPS (as per list provided on page 3)
- 3 CBDs
- 8 ADEPTs
- 15 (Tutorials + Joint Protected Learning time)
- 1 PSQ
- 1 MSF
- 1 Record Card Review

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MONTH	FD Activity	ES Activity	Completed
March and April	ADEPTs	ADEPTs	
	Joint Protected Learning time/Tutorials	Joint Protected Learning time/Tutorials	
	March Reflection April Reflection	Review and sign reflective logs	
	CbDs	CbDs	
	Complete Clinical Experience Log for March and April	ES to ensure accuracy	
	Audit to be Submitted by Thursday 27th April 2023	ES to complete non- working day logs	
	APLAN MILESTONE 3 SUBMISSION OPEN 24TH APRIL		

MONTH	FD Activity	ES Activity	Completed
May	ADEPTs	ADEPTs	
	Joint Protected Learning time/tutorials	Joint Protected Learning time/tutorials	
	One Reflection	Review and sign reflective logs	
	CbDs	CbDs	
	Complete Clinical Experience Log for May and June	ES to ensure accuracy	
		ES to complete non- working day logs	
	UPLOAD APLAN MILESTON 3 BY 22ND MAY		

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MONTH	FD Activity	ES Activity	Completed
June	COMPLETE APLAN PEER REVIEW ACTIVITY BY 7th June	COMPLETE APLAN PEER REVIEW ACTIVITY BY 7th June	
	ADEPTs	ADEPTs	
	Joint Protected Learning time/tutorials	Joint Protected Learning time/tutorials	
	One Reflection	Review and sign reflective logs	
	CbDs	CbDs	
	Complete Clinical Experience Log for May and June	ES to ensure accuracy	
		ES to complete non-working day logs	

MONTH	FD Activity	ES Activity	Completed
July	ADEPTs	ADEPTs	
	Upload live activity actuals before FRCP	Ensure visible under FD Uploads to verify UDAs completed	
	CbDs	CbDs	
	Complete Clinical Experience Log for July	ES to ensure accuracy and confirm only work undertaken on NHS	
	Complete FRCP Report by 14th July	Complete FRCP Report by 14th July	
		ES to complete non-working day logs	

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FRCP - 14th July 2023, requires a **minimum** of:

- 10 Reflections
- 18 ADEPTS
- 10 CbDs
- 40 (Tutorials + Joint Protected Learning time)
- 20 Learning needs
- Evidence of all study sessions attended
- Evidence of a completed Audit (**Minimum** of 2 Cycles)
- All 3 APLAN Milestones Completed
- Milestone 3 case presented to scheme/group

Minimum complex treatment undertaken and completed:

- 4 Surgical Extractions / Extractions of special difficulty
- 2 Bridges
- 2 Stainless Steel Crowns
- 12 Completed Endodontic cases to include at least 4 molar cases
- 12 Extra coronal restorations (Ideally at least one of each, crown, onlay, veneer)
- 12 Acrylic Dentures
- 2 Cobalt Chrome Dentures