Dental Therapist Foundation Training Scheme

2010 - 2011

Information for Trainers

May 2010
INFORMATION FOR TRAINER APPLICANTS – PLEASE READ FIRST

Have you considered becoming involved in Vocational Training?

We are looking for suitable practices and practitioners for the West Midlands Deanery (WMD) 2010-2011 Dental Therapist Foundation Training Scheme, starting in September 2010.

The Scheme:

- The Foundation Dental Therapist (FDT) will be employed in the training practice three days a week (one of which to be a Wednesday) for a full year.
- The FDT will attend the educational programme as organised by WMD, this will involve one study day per month.
- The FDT trainer is required to provide at least 20 x 1 hour tutorials during the year.
- The FDT trainer is required to undertake assessment of the FDT using nationally recognised assessment tools provided in the Postgraduate Dental Education Portfolio.
- Scheme start date is September 2010

You must:

- Be an experienced dentist with high clinical and ethical standards.
- Have been working in NHS primary care for at least four years as a performer.
- You must have been a Dental Vocational Trainer in the last three years.

You will be expected to:

- Provide a dedicated surgery and suitably experienced/registered nurse for Dental Therapist Vocational Trainee for 24 hours per week (3 full days, one to include a Wednesday) for 48 weeks of the year to treat adults and children under the NHS.
- Be available in your practice when the FDT is in practice to advise and assist the FDT.
- Provide a one hour tutorial twice each month during practice hours.
- As a Trainer you will receive a training grant, currently £3,000 p.a.
What Does a Dental Therapist Do?

Dental Therapists prove to be a valuable asset in most practices as they can carry out a wide range of routine dentistry. Therapists who graduated after 2003 are qualified to carry out the following procedures:

- Intra and Extra Oral Assessment
- Indices
- Application of medicaments to teeth, such as fluoride
- Emergency Temporary Replacement of Crowns
- Dental Health Education
- Fissure Sealants
- Dental Radiographs
- Impressions
- Infiltration and Inferior Dental Block Anaesthesia
- Supragingival Debridement
- Subgingival Debridement
- Restorations (not involving the pulp) in Deciduous and Permanent Teeth
- Class I –V Cavity Preparations
- Use of all materials except pre cast or pinned restorations
- Pulp Therapy in Deciduous Teeth
- Placement of Pre Formed Crowns on Deciduous Teeth
- Extraction of Deciduous Teeth

A dental therapist who qualified prior to 2003 will be required to undertake additional postgraduate training for extended duties in order to carry out all of the procedures listed above.

A registered dentist must first examine the patient and provide a written treatment plan which clearly states items of treatment to be carried out by the dental therapist. This treatment plan can be prescriptive as the dentist wishes to make it.
Contents

Page

5. Useful Information
6. Overview of Scheme
7. Obligation of Trainer & Therapist
8. Standards for Training Practices
14. Employment Contract
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**Scheme Overview**

The NHS West Midlands Foundation Training Programme is designed for newly qualified Dental Therapists to experience NHS Primary Dental Care.

It is open to newly qualified Dental Therapists, who have secured a position in a practice with a Trainer who has been in Dental Vocational Training in the last 3 years (see Person Specification for Trainer and Therapist for further information)

The programme is funded by the NHS West Midlands who will also provide a training grant to the Trainer. Dental Therapists will be employed by the practice/trainer a minimum of 3 days per week, working alongside the trainer.

There will be a monthly Study Day Programme running from the 1st September 2010 to the 31st August 2011.

The Study Day will normally be a Wednesday and this will be one of the minimum 3 days a week that the Therapist is employed by the practice.

**Facts on Finance**

Training Grant: £3,000 per annum

Therapists Salary: The Therapist will be employed by the practice and it is advised that the scale should be on an Agenda for Change Band 6:23. Currently £25,829 per annum for a full time position.
**Role of a Trainer**

As the title suggests, the principal duty of the Trainer is to teach, both within the formal context of the one to one tutorial and in the broader framework of teaching by example.

The Trainer is in the best position to assess the trainee’s needs. Through the various processes of assessments and tutorials these needs can be identified, discussed and hopefully satisfied. The best Trainers will not apply the ‘Do as I do’ philosophy, but encourage their trainees to develop their own personal skills and attitudes. This is an active process which requires the Trainer to develop their own personal skills and attitudes. This is an active process which requires the Trainer to possess certain qualifications.

I. A willingness to teach
II. An ability to communicate successfully
III. A self – awareness
IV. A perception of the feelings of others

In order that the Trainer can fulfil these onerous roles, he or she must possess the quality of enthusiasm.

**Obligations of a Trainer**

- Employ the FDT under the terms of the agreed contract and before he/she starts work to deposit a copy of the signed contract of employment with the Deanery Dental Team and to obtain prior to and during the appointment the approval of the Deanery to any variations to the contract of employment.
- Work in the same premises as the FDT in a surgery to which he/she has a close proximity and access for the FDT, for not less that 3 days a week (one of which should be the study release day on a Wednesday)
- Provide the FDT with adequate administrative support and the fulltime assistance of a suitable experienced dental nurse.
- Conduct an initial PDP (Postgraduate Dental Education Portfolio) interview to identify the trainee’s strengths and weaknesses to draw up a development plan. (PDP is the Postgraduate Dental Education Portfolio in FDT training)
- Be available for guidance in both clinical and administrative matters and provide help on request where necessary.
- Prepare and conduct regular 2 weekly tutorials within normal practice hours (such tutorials to be of at least one hours duration and recorded in the PDP)
- Allow and require the FDT to attend the study day course programme and ensure that holidays do not lead to absence from the study day.
- Provide satisfactory facilities (including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilized between patients.

- Provide relevant training opportunities so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, the FDT is fully occupied.

- Assess and monitor the FDT’s progress and professional development using the Postgraduate Dental Education Portfolio (PDP) and any other material provided for this purpose, to give feedback and to liaise with the Adviser as necessary.

- Ensure that the FDT’s PDP and the processes involved in assessment are documented and kept up-to-date

- Participate in Trainer training when necessary to undertake the role of Trainer and to undertake training in assessment through participation in educational courses prior to employment of a FDT in the practice and during the training period, as required.

- Attend Trainer meetings and end-of-scheme review sessions, as required.

- Set time aside to be available for Adviser visit(s) as required

- Provide appropriate dental reference material for the use of the FDT within the practice. (Journals, CD ROMs, Books, Department of Heath documentation, etc).

- Advise on the final certification of the FDT’s completion of training. Inform the PGDD (in writing) if the circumstances of either yourself as the Trainer, the FDT or the practice change in such a way as to alter the contract of employment between yourself and the FDT.

- Provide e-mail linking for the FDT and Trainer with the Postgraduate Dental Office and FDT Adviser.

**Obligations for a FDT**

- Work as an employee for the duration of the Vocational Training year under the terms of the agreed contract.

- Take up the FDT placement once accepted, enter into all agreed contract of employment with my Trainer and abide by its terms in all respects.

- Participate in an initial PDP interview to identify my strengths and weaknesses and work with the Trainer to draw up a development plan. (PDP is the Professional Development Portfolio in Dental Vocational Training).

- Work under the direction of the Trainer and seek advice and help on clinical and administrative matters where necessary.

- In the interest of good patients care and the good management of practice, draw the Trainer’s attention to any problems encountered immediately they become apparent.
- Attend regular fortnightly tutorials within normal practice hours (such tutorials to be of at least one hour’s duration and recorded in the PDP).

- Diligently attend the Study Day course programme and ensure that holidays do not lead to absence from the study course.

- Co-operate with the Trainer and the practice so that I 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, I am fully occupied.

- Work with the Trainer to ensure that my progress and professional development are assessed and monitored, using the Professional development Portfolio (PDP) and any other material provided for this purpose; and to ensure that the relevant documentation is kept up-to-date.

- Undertake any specified activities as part of the assessment process within Vocational Training.

- Not work for additional monies within or outside the practice whilst working within the terms of the FDT contract.

- Act as a full and committed member of the dental practice team, participating in practice meetings, following proper practice protocols and co-operating with practice staff in all respects.

- Take out professional indemnity cover and practise according to the General Dental Council and other relevant professional guidelines.

- In the event of disagreement or dispute with the trainer, co-operate with the Deanery to resolve the matter expeditiously.

The professional relationship between trainer and trainee will be that of Provider/Performer. The Provider is both legally and professionally responsible for the trainee. The trainer also has vicarious liability for the actions of the FDT. Trainers are required to satisfy themselves of the competence and suitability of their trainees to carry out the work, by means of structured assessment.

This list of obligations may appear somewhat daunting, but at the risk of being repetitive, it has to be said that the ‘Kingpin’ of Vocational Training is the trainer. The duties are undoubtedly many. The most important obligation, however, which will be rewarded by a feeling of success, self-esteem, and the pleasure of seeing a colleague achieve a goal, is commitment.

**Successful Completion of Foundation Training**

Successful completion of Foundation Training will be based on Attendance of the Study Day Programme, Completion of the Portfolio, Audit, Key Skills, Case Presentation, Exit Interview and Trainer/Programme Director reports. A certificate will be issued by the Dean on successful completion of Foundation Training.
Standards for Training Practices

These standards are a guide to help practitioners know what is normally expected for training practices in the Deanery. The advisers will use these criteria during practice visits. They are for guidance, please contact the FDT Adviser if you require clarification.

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum (it is advantageous, but not essential, to have achieved BDA Good Practice status). You must also comply with all current NHS terms of service and national legislation.

It is taken for granted that the following requirements will be met:

1. A minimum NHS commitment of the Trainer (1500 UDAs)
2. Adequate supply of NHS patients for the FDT.
3. The FDT surgery must be of an adequate size.
4. The Trainer should not have been found in breach of their NHS terms of service or be under investigation by the GDC within eighteen months prior to their application. The Deanery will contact the GDC, DPB, DRS and the PCT for references.

DEANERY RECOMMENDATIONS REGARDING WORKING PATTERNS

- Working hours and patterns should be agreed prior to the commencement of the Foundation Training year and any change notified to the adviser.
- FDT’s should not work more than five hours without a break.
- At least 21 hours of work per week should be dedicated to providing treatment under the nGDS.

PREMISES

The training practice will provide a dedicated surgery for use by the FDT. The surgery must be available during normal working hours. The surgery should be in close proximity to that of the Trainer, preferably on the same floor.

Equipment

The FDT’s surgery will be equipped with a full range of instruments necessary to provide all routine dental treatment permitted under the scope of practice as a Dental Therapist. It is expected that there will be enough sterile instruments instantly available to provide treatment, and comply with A12 Infection Control Guidelines.

Handpieces

It is suggested that a minimum of three air-rotors and three contra-angle handpieces are available in the FDT’s surgery.
**X-ray Equipment**

An intra-oral x-ray set will be permanently accessible, either in the FDT’s surgery or a dedicated x-ray room. Evidence of regular inspection and compliance with currently Health & Safety Executive regulations for Ionising Radiation Equipment will be required. Local runs must be on display. Only those entitled to be an operator in accordance with the legal person’s procedures satisfying the requirements of RR99 & IR (ME) R2000 should be allowed to initiate the exposure.

**Emergency Equipment**

The practice must be equipped to provide cardio-pulmonary resuscitation. Portable equipment to provide suction, positive pressure ventilation and airway maintenance for a patient anywhere in the practice must be available.

**Emergency Protocol**

The practice should have a written emergency drill which is understood by all members of staff. Staff will have training in CPR which is updated every year.

**CROSS INFECTION CONTROL**

Effective Cross Infection Control should be practised by every member of staff, and a written policy should be available.

All instruments including handpieces should be Autoclaved. Non-Autoclavable instruments should be single use and disposable.

Surface disinfectants should be used on contaminated surfaces between patients.

Impressions should be disinfected according to the manufacturer’s recommendations, and confirmed on the lab docket.

Practices need to comply with BDA advice sheet A12 on Cross Infection Control.

**HEALTH AND SAFETY**

Each practice must have a written Health & Safety Policy. The BDA has an advice sheet which includes a model.

A First Aid Kit, appropriate for the size of the practice, must be available and a record of incidents (Accident Book) must be kept and be compliant with the Data Protection Act.

**Waste Disposal**

The practice must comply with current European waste disposal regulations.

**Electrical Regulations**

Written evidence of compliance with regulations is required.
COSHH Assessments
Regularly updated assessments must be available for all substances used in the training practice.

Pressure Vessels
A written schedule of examination and certificate of inspection and maintenance must be available for each Autoclave and compressor in the practice that complies with current regulation.

Public Liability Indemnity Insurance
A current certificate must be displayed in the practice.

Fire Drill
Practice policy must be understood by all members of staff.

STAFF
The FDT must have a suitably trained Dental Nurse, with a minimum of one year’s experience, available for their exclusive use when they are working in the surgery. Appropriate reception and office staff must also be available.

The training practice will comply with current employment law and GDC requirements. Written staff contracts for staff will be provided.

TRAINING
A library should be available in the practice containing current journal and other educational resources. It should contain a large range of relevant books/magazines. A computer should be available in the practice to enable CAL programs/CD ROMs to be read.

Trainer Attendance
The Trainer must be available in the practice while the FDT is present (excluding holidays which not exceed four weeks (pro rata) per year). Cover arrangements must be made during any absence of the Trainer and the Adviser kept informed. It is expected that the Trainer will be present/available throughout September.

Workload
The practice must provide enough patients for the FDT to be fully occupied and to carry out a full range of treatments. The number of patients seen will increase with experience and this should be taken into account. The FDT should not be expected to carry an excessive workload.

Record Keeping
Records should be clear, legible and contemporaneous. BPE or another periodontal assessment method should be used together with regular oral cancer screening.
Premises and Facilities

It is a prerequisite to becoming a Trainer that a suitably equipped surgery will be provided for the trainee. It will, be the responsibility of the Visiting Team, who will be looking for a reasonable standard of equipment, furniture and materials, to assess that suitability.

If you have any questions about the acceptability of your premises, the FDT Adviser is available to help you. An early discussion could save you a considerable amount of money and possible embarrassment.

Acknowledge the help from NESC towards the information in this document
Trainee’s Contract

THIS AGREEMENT is made the __________ day of __________________ 20 ___.

BETWEEN ____________________________________________________________

of__________________________ Dental Surgeon ("the Trainer") of the one

Part and ____________________________________________________________

of__________________________ Dental Therapist ("the Trainee") of the other part.

WHEREAS the parties are both registered and enrolled with the General Dental Council, the
Trainer being in the general dental practice ________________________________ which
will be the Trainee’s normal place of work.

WHEREAS this contract of employment applies exclusively to arrangements made under dental
vocational training schemes in England, to which nationally agreed terms apply.

WHEREAS the purpose of the Dental Therapist Foundation training scheme is to enhance clinical
and administrative competence and promote high standards and to introduce the trainee to
general dental practice in a protected environment while enhancing skills.

WHEREAS both the Trainer and the Trainee have entered into educational agreements with the
[West Midlands] Deanery

WHEREAS the Trainer has been approved as a Trainer in General Dental Practice and the
Trainee wishes to enter employment on a Dental Therapist Foundation programme with the
Trainer

AND WHEREAS the parties hereto agree to establish this contract upon the terms and conditions
hereinafter mentioned.

NOW IT IS HEREBY AGREED as follows:

1. The Trainer will employ the Trainee and the Trainee will serve the Trainer as an employed
performer in the said practice to the best of his/her ability and will do his/her best to
promote the interests of the Trainer and to serve the patients of the practice.

2.1 Subject as hereinafter provided (and in particular subject to earlier termination as provided
in clause 2(2) below) this agreement shall start on the __________ day of
____________________ 20 ___ and shall automatically terminate on the ___________ day of
____________________ 20 ___.

14
2.2 Notwithstanding clause 2.1 above this agreement may be terminated at any time by either party giving one month’s notice in writing to the other.

3. During the continuance of this employment the Trainer shall pay to the Trainee a salary at the rates laid down from time to time in the Agenda for Change pay grade (Pay band 6 point 23) under the National Health Service. Payments will be made in arrears by monthly instalments on the __________ day of each calendar month.

4. during the period of the employment both parties shall at their own expense be members of an appropriate medical defence organisation.

5. **During the continuance of this employment the Trainer shall:**

5.1 Work in the same premises as the Trainee in a surgery to which the Trainee has sufficient access to allow him/her to fulfil his/her obligations under the contract, for not less than 3 days per week; one of which should be the study release day which is a Wednesday.

5.2 Be available to the Trainee for guidance in both clinical and administrative matters;

5.3 provide reference material for the use of the Trainee;

5.4 allow and require the Trainee to attend the appropriate study day course of approximately 12 days in the year arranged by the Programme Director;

5.5 provide fortnightly tutorials for the Trainee, such tutorials to take place during normal practice hours and to be of a minimum of one hour’s duration;

5.6 provide the Trainee with satisfactory facilities to comply with health and safety and infection control standards as contained in the Department of Health’s guidance HTM 01-05 including an adequate supply of handpieces and instruments sufficient to allow them to be sterilised between patients;

5.7 the trainer shall provide the trainee opportunities to perform a broad range of clinical procedures under the NHS and to ensure as far as reasonably practicable that there is an adequate patient flow to fully occupy clinical time;

5.8 provide the Trainee with administrative support and full-time assistance of a suitably experienced Dental Nurse;

5.9 complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Programme Director;

5.10 inform the Postgraduate Dental Dean forthwith and in writing if the circumstances of either the Trainer or the Trainee change in such a way as to alter the contract of employment;

5.11 fulfil the obligations and responsibilities of trainers in the national Dental Vocational Training Scheme in England and Wales as contained in the Trainer's educational agreement with the Deanery.
6. **During the continuance of this employment the Trainee shall:**

6.1 fulfil and obey all lawful and reasonable directions and orders of the Trainer and not at any time except in the case of illness or other unavoidable cause or permitted holidays be absent from the service of the Trainer without the Trainer's consent;

6.2 work cooperatively with colleagues in the practice, in particular with the dental nurse assigned to him/her;

6.3 keep proper accounts of all professional visits, fees paid, all patients attended, operations performed including prosthetic work and all other business done by him/her for the Trainer and of all monies received and forthwith pay all monies so received to the Trainer or as the Trainer may direct;

6.4 keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her;

6.5 devote his/her whole time to the practice of the Trainer during the hours specified in clause 8 below

6.6 not whether during or after his/her employment disclose any professional secrets or any confidential information with respect to the Trainer or his/her family, patients, practice, or affairs or any directions given to him/her by the Trainer; such confidential information to include patient records, details of appointments, and financial information relating to the Trainer or practice;

6.7 observe and conform to the GDC Guidance for Dental Professionals so far as they relate to the Trainee or his/her employment and observe and conform to all the laws and customs and reasonable standards of practice of the dental profession;

6.8 attend such study day courses 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 previous consent both of the Trainer and of the Programme Director;

6.9 attend regular tutorials with the Trainer

6.10 maintain and complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Programme Director;

6.11 undertake such educational studies as may be reasonably advised from time to time by the Programme Director;

6.12 inform the Postgraduate Dental Dean and Trainer of any alteration in his/her circumstances which might affect this contract of employment;

6.13 fulfil the obligations and responsibilities of trainees in the dental vocational training scheme as contained in the Trainee’s educational agreement with the Deanery

7. The Trainee is normally required to work during the following hours:

______________________________

______________________________ [insert out-of-hours if applicable]
7.1 The Trainee shall be entitled to 5.6 weeks’ holiday, including bank holidays, with full pay during the period of twelve months in the practice and pro rata for shorter periods. Such holidays shall be taken at the times agreed between the parties.

8 Where employment ends or is terminated or if the Trainee chooses to leave the practice, 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.

8.1 A deduction will be made from the Trainee’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.

9 If absent due to sickness the Trainee will be entitled to statutory sick pay entitlements. If the Trainee is unable to attend work, for any reason whatever, they must contact the practice at the earliest possible time on the first day of absence and not later than ____________ [time] to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.

10. The Trainee shall be eligible for Statutory Maternity Pay and Maternity Allowance.  
* For more information see Statutory Maternity Pay and Maternity Allowance at www.direct.gov.uk

11. Nothing herein shall entitle the Trainee to any of the rights or expose him/her to any of the liabilities of a partner or constitute in any way the relationship of partners between the Trainer and the Trainee.

12. Should you have any query, grievance or complaint regarding your employment or the terms and conditions relating to that employment, you should raise the matter initially with the Trainer or the Programme Director. The full procedure is set out in Appendix 1.

13. 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
AS WITNESS the hands of the parties hereto this day and year first before written.

SIGNED by the said Trainer:

_________________________________________________________________

In the presence of: _______________________________________________

SIGNED by the said Trainee:

_________________________________________________________________

In the presence of: _______________________________________________