

Dental Foundation Training for General Dental Practice

Information Handbook for Foundation Dentists 2016- 2017

*Health Education England (working across
Kent Surrey & Sussex)*

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Format of the Information Handbook

The Handbook is divided into five sections

1. BASIC INFORMATION TO GET STARTED
2. EDUCATION & ASSIGNMENTS
3. HEKSS DFT PROCESSES AND POLICIES
4. FINANCE & NHS ENGLAND SOUTH (SOUTH EAST)
5. DOCUMENTS

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1.1. DENTAL FOUNDATION TRAINING IN HEALTH EDUCATION ENGLAND (*working across KENT SURREY & SUSSEX*) – AN OVERVIEW

This handbook contains all manner of detailed information that you may need to refer to throughout the year; so keep it safe! This introduction is a summary of what the year is about; what will happen in it and what you will be expected to do.

We are part of Health Education England (working across Kent Surrey & Sussex), which organises postgraduate and specialty training in Kent Surrey and Sussex. Congratulations you are now a postgrad!!

The Dental Department is led by Professor Stephen Lambert-Humble MBE and your scheme is led by a training programme director whose name and contact details you can find in this handbook.



Firstly - your training practice is assigned to an Education Centre where most of the study days take place (30 throughout the year) There are 5 in the region. Remember you are salaried both for your practice attendance and the study days and you should consider both as being part of your employment. You must have 30 study days signed off by your programme director to complete foundation training and get full inclusion on the dental performer list at the end of the academic year. The study day programme may be given to you in writing but the most up to date version will be on the website at <http://www.kss.hee.nhs.uk/Educational & Training/dental> (see Section 2.2)

During the year we have 3 residential programmes. In September, this is for all of the HEKSS FDs and Educational Supervisors. (1 night) The second is in January for the HEKSS FDs only (1 night). All costs are covered but you will (usually) have to room share. For some days you may have to pay meal and travel costs in advance and then claim them back. We will also attend the BDA national conference in Manchester.

There are also day visits on some other study days to various other venues

You should not expect the study days to mirror undergraduate teaching. They are less about new knowledge and more about examining what you know and applying it in the practice environment, especially in NHS practice. FT is an NHS funded programme. During the year you will be expected to make mini presentations and enter into discussions and debates.

HEKSS also has a number of core training posts for HEKSS FDs to take up the following September. The majority are maxillo-facial based but there are some with restorative, DPH or salaried dental service (community dental) components. For DCT posts commencing on the 1st September 2017, the selection procedure will be via national recruitment.

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All HEKSS FDs (on payment of a fee) will be registered with the University of Kent for the Postgraduate Certificate in Primary Dental Care for Foundation Dentists. At the end of the DFT year successful candidates will be awarded the certificate. You can then go on to undertake a second year to be awarded a diploma and then a third year to be awarded an MSc

For the certificate you are required to complete the following:-

Governance Module (4) These are portfolios that demonstrate your understanding of the legislation and protocols in specific areas e.g. cross infection, as they apply in General Practice. You will of course be given guidance. We allow you 1 day of non-clinical time for each key skill

An Audit. A clinical audit of an aspect of your work in primary dental care

Four “mini” clinical cases. These aim to highlight treatment planning, especially current options for the patient, reasoning behind these and plans for long term dental care. You will also describe one aspect of the clinical treatment. In addition to the four “mini” cases being submitted for the PG Certificate, you will be asked to present one or two cases on the final study day (or near the end of the study day programme)

A Personal Development Plan, to show not only your thoughts on your training needs and addressing these this year, but also your thoughts and plans for future development.

The Portfolio. This is the main record of your training year. It contains a summary of your clinical experience, a series of reflective entries, records of protected teaching times and the assessments, both self and Educational Supervisor led that take place throughout the year. It is a web based portfolio and can be accessed from any computer anywhere in the world as no files are held on local machines.

We think you have made a good choice coming to HEKSS. The year is hard work but it is also fun and worthwhile. We believe you will be well prepared to take up a Dental Core Training or performer position next September.

Huw Winstone

*Associate Dean
Dental Foundation Training HEKSS*

1.2. HEKSS DFT SCHEMES – ADDRESSES AND CONTACT DETAILS

HEKSS CENTRAL

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HEKSS EAST

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1.3. THE POSTGRADUATE DENTAL DEPARTMENT FOR HEALTH EDUCATION ENGLAND (*working across KENT SURREY & SUSSEX*)

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1.4. DENTAL FOUNDATION TRAINING IN HEKSS

Throughout this booklet, we have incorporated the new terminology for what was previously known as dental vocational training.

The Department of Health's document "Modernising Medical Careers" resulted in 2005 in a change to postgraduate medical education to introduce the concept of Foundation training.

Dentistry followed suit. However, Foundation year one for dentists in HEKSS is essentially dental vocational training in general dental practice.

Along with a change of terminology from vocational dental practitioner (VDP) to foundation dentist (FD), there is a change in the title of vocational training adviser to dental foundation training (DFT) programme director.

This in no way affects any of the statutory or contractual aspects of your next year with HEKSS.

There are subtle changes to the following year for those who undertake this, previously Senior House Officer, subsequently referred to as Dental Foundation training year two or DF2 and now referred to as Dental Core Training Year One (DCT).

In HEKSS we have excellent links with our year two colleagues in the acute trusts and salaried services and we regard DCT as a continuation of your training with HEKSS.

Your DFT programme director will be able to give you more information.

1.5. AIM OF DENTAL FOUNDATION TRAINING FOR GENERAL DENTAL PRACTICE

The aim of Dental Foundation Training (DFT) for General Dental Practice is to enable the Foundation Dentist (FD) to meet the needs of unsupervised dental practice, by developing the clinical skills learned as an undergraduate with administrative and practice management skills to promote high ethical standards and quality care for patients.

This aim is achieved by:

- Introducing the FD to general dental practice.
- Identifying personal strengths and weaknesses and balancing them through a planned programme of training.
- Enabling the FD to practise and improve skills free from undue financial pressure.
- Promoting the implementation of peer and self-review.
- Establishing the need for professional education, training and audit as a continuing process throughout the dentist's professional life.

1.6. OBJECTIVE OF DENTAL FOUNDATION TRAINING FOR GENERAL DENTAL PRACTICE

The objective of DFT is that the FD should be eligible to practise unsupervised as a principal within General Dental Practice. By the end of the training period the FD should be able to:

- Demonstrate the clinical skills, knowledge and values relevant to the work of a General Dental Practice principal.
- Manage the psychological aspects of patient care.
- Work successfully as a member of the practice team.
- Make competent and confident professional decisions with an awareness of personal strengths and weaknesses, including the need to refer when appropriate.
- Demonstrate that he or she is working within the relevant guidelines regarding ethics and confidentiality of general dental practice.
- Implement regulations and guidelines for the delivery of safe practice.
- Know how to draw on the wide range of advice and support available to general dental practitioners and health care workers.
- Demonstrate that he or she understands that continuing professional development should be a lifelong commitment.
- Demonstrate the necessary knowledge and some of the skills for the organisation and management of successful practice.

1.7. GETTING STARTED

This guide will have been sent to you after you have accepted a training place on one of the HEKSS Dental Foundation Training Programmes.

As soon as possible after appointment you should:-

- ! discuss and agree your hours of work with your Educational Supervisor
- ! confirm your start date – which will be the 1st September for contract purposes and Dental Performer List purposes
- ! agree any existing holiday or leave dates you wish to take (which do not conflict with study days)
- ! satisfy yourself and your Educational Supervisor that you can
 1. complete the attendance at the practice and study day course for 365 days as detailed in your contract. Your Educational Supervisor has details of the dates for the first term's study days.
 2. comply with the other terms of the contract
- ! start the process to get on to the Performer List. Separate guidance will be issued to you about this

When you qualify

- ! Provide Primary Care Support England with
 - i. your GDC registration certificate
 - ii. original documentary proof of professional indemnity
 - iii. your degree certificate

If sending these by post, please send them by secure "signed for" delivery

- ! Arrange to sign a DFT contract and FD Educational Agreement with your Educational Supervisor. These documents should then be uploaded to your Portfolio

By the end of your first week in practice you should have

- ! Accessed the Portfolio – check this has your start date as 1st September. If the start date in the Portfolio is incorrect and you cannot change this, contact Smile-On. If you have problems logging in, contact Smile-On.
- ! Complete the remainder of the profile screen including email address and mobile phone number.
- ! Completed the items in the Portfolio listed as Week One, as below:

- ! Had a discussion with your Educational Supervisor and completed the values agreement.
- ! Started the induction checklist and been introduced into the workings of the practice - this varies between practices but should form the major part of your first few days in the practice.
- ! Completed the Initial and Clinical Experience Log
- ! Started the weekly log pages and arrange with your Educational Supervisor a time to complete the first DOPs: New Patient Examination.
- ! On the Portfolio, complete tutorial log sheets for each tutorial
- ! Dealt with tax (PAYE) and National Insurance - see "Your Salary" - it is not unreasonable to ask your Educational Supervisor for an advance on your first month's salary.

1.8. ADVICE, ADVISERS & TRAINING PROGRAMME DIRECTORS

Until you sign a training contract your only contact with the administration of FT will probably have been with the regional offices of HEKSS. In future your main source of advice should be from your Educational Supervisor. If you have any problems, which s/he cannot answer or you feel you do not wish to approach him/her with, then you should contact your DFT Programme Director, via email or telephone (see pages 8, 9 & 10). All those involved in DFT realise that this is a major upheaval in your life, and we wish it to be as smooth a transition as possible.

The administration of the study day course and study day finances is shared with the Education Centre dental administrator - who can help with these matters (see page 8/9/10).

The Associate Dean for DFT is **Huw Winstone** who can be contacted in the unlikely event that you have a problem that cannot be resolved by your DFT programme director or their dental administrator at the Educational Centre of your scheme. See contacts list on page 11.

If all else fails, the Postgraduate Dental Dean for Health Education Kent Surrey & Sussex is **Professor Stephen Lambert-Humble MBE** who can be contacted via the Dental Foundation Training Officer, **Iris Handy** on 020 7127 6264 or any of the HEKSS Dental team via the Stewart House main switchboard 020 7862 8000.

1.8.1. Raising Concerns

All registered dental professionals have a duty to raise concerns about matters, which may cause harm to patients or colleagues.

The GDCs Standards Guidance contains details of how to proceed, should you every feel you need to raise a concern.

As detailed in this booklet, where it is appropriate to raise a concern locally first, FDs should raise any concerns with their Educational Supervisor. Where the concern relates to the Educational Supervisor or their practice, FDs will usually find it appropriate to raise such a concern with their Programme Director, Associate Dean or Postgraduate Dental Dean.

All registrants have a duty to report significant concerns and failure to do so may well result in the registrant who fails to report also being adversely criticised by the GDC.

Health Education England (working across Kent Surrey & Sussex) also has a guidance document "Whistleblowing Guidance for Trainees" which is available from HEKSS.

[Nationally Health Education England has further information on this site
http://hee.nhs.uk/work-programmes/the-commission-on-education-and-training-for-patient-safety/raising-concerns-speaking-up-about-patient-safety/](http://hee.nhs.uk/work-programmes/the-commission-on-education-and-training-for-patient-safety/raising-concerns-speaking-up-about-patient-safety/)

1.9. POINTS TO NOTE ABOUT THE TRAINING CONTRACT

1.9.1. General Guidance

Make certain that all parts are agreed and completed. Any alterations, which should only be minor, **must** be initialled by both parties and submitted to the Dean for approval.

Educational Supervisor and Foundation Dentist are QUALIFIED and REGISTERED dental surgeons.

The Foundation Dentist is employed as a full-time PERFORMER, as defined in the NHS regulations.

"Full-time" in the context of the Dental Foundation Training Programme is taken to mean 35 hours per week. That includes chair side clinical time, tutorials and day-release courses. If there is no study day, the time should be spent at the practice.

The contract lasts a minimum ONE YEAR and, during this time, a full-time Foundation Dentist will receive a salary as laid down in the Statement of Financial Entitlements. In exceptional cases it may be extended to allow for certification.

The salary is superannuable under the NHS Superannuation Scheme, with contributions at 9.3% deducted by the NHS Dental Services at source (unless you choose to opt out by completing a form on their website, but you are advised to seek independent financial advice before considering this).

The Educational Supervisor is responsible for the employer's National Insurance contributions (fully reimbursed) and for deducting the Foundation Dentist's NI contributions and PAYE tax.

All practitioners must insure themselves against professional risks with one of the recognised Professional Indemnity Providers.

The Educational Supervisor has to offer proper educational support including allowing and requiring the Foundation Dentist to attend the Study Day Course. The Educational Supervisor must not insist on the Foundation Dentist working at the practice or allow leave to be taken at this time.

The Foundation Dentist must obey the Educational Supervisor's reasonable instructions. This is central to the professional relationship.

As it is the NHS's Dental Foundation Training Programme, it is expected that the Foundation Dentist will provide a full range of NHS treatment. If any PRIVATE work is undertaken, the fees will accrue to the Educational Supervisor, who is responsible for the Foundation Dentist's acts and omissions as employer. The patient should be given a clear explanation of the nature of the contract under which they are being treated.

The Foundation Dentist shall comply with the NHS GDS Regulations, although as the Foundation Dentist is not the contract holder they cannot answer an independent review of a complaint or an investigation into a breach of the NHS Terms of Service, but the Educational Supervisor would have to do so on their behalf. However, the FD would be expected to attend. In exceptional

circumstances NHS England South (South East) has powers to remove a FD from their performers list or to impose further conditions on their continued inclusion on their list.

The GDS full-time Foundation Dentist is entitled to 5.6 weeks of paid annual leave. This is essentially four weeks 20 days plus public holidays. If he/she works a public holiday, he/she should be given time off in lieu. **Leave may not, under any circumstances, be taken during study days.**

There is no paid sick leave within the contract. Thus only statutory sick pay would be paid. An employee does not get paid for the first four days of sickness (known as qualifying days),

The NHS Regulations state that a course of treatment undertaken by a Foundation Dentist must be sent on a separate form to the principal/Educational Supervisor, which clearly shows that the treatment has been undertaken by a FD.

As the term dental foundation training has only been adopted in 2009, much of the literature including the performers list regulations, the FDs contract and guidance refers to vocational training. To all intents, these terms are interchangeable at present.

The NHS Dental Performer's List Regulations also specify that

the dentist shall give the following further undertakings—

if he/she is a dentist undertaking foundation training, an undertaking—

(i) not to perform any primary dental services except when acting for and under the direction of his approved Educational Supervisor,

(ii) to withdraw from the dental performers list if he fails to complete his foundation training, and

(iii) upon completion of his foundation training, to provide the Primary Care Trust with satisfactory evidence that he has completed that training;

1.9.2. FDs Days and Hours

- i. A full time FD is employed for thirty-five hours per week. This includes study days, which, for employment purposes, are deemed to be seven hours each.
- ii. Thus, a Educational Supervisor may choose to have a contract with a FD to work for seven hours each day Monday to Friday or, for example, for a 9.00am to 1.00pm and 2.00pm to 6.00pm day for four days and, say, 2.00pm to 6.00pm on the fifth day (excludes Fridays). This would still amount to thirty-five hours a week, whether there was a study day or not. However, in both of these examples, the FD would be required to work in the practice if there was not a study day.
- iii. If a practice does not have a surgery available on a Friday, then it is possible to contract with a FD to work for thirty-one and a half clinical hours on Mondays to Thursdays. The FD would also be required to attend all study days on Fridays or Saturdays as part of their contract, in addition to these thirty-one and a half clinical hours. Over the training year this will equate to a thirty-five hour working week.

- iv. As a rule, no working day for a FD should exceed eight hours. The European Working Time directive (with respect to periods of work and breaks) must also be observed.
- v. FDs will be allowed half a day – i.e. 3.5 hours of non-clinical time within the practice to research each key skill. FDs will also be allowed 3.5 hours to write up the key skill, which by agreement with their Educational Supervisor, could be away from the practice.
- vi. FDs should not expect any other non-clinical time for other purposes, although any allowance will be at the discretion of their Educational Supervisor. Educational Supervisors have been given guidance on this. The NHS provides funding for provision of clinical treatment and it is only right and reasonable that this is used to the maximum consistent with good dental foundation training.

1.10. PRACTICE PROTOCOLS/POLICIES & INDUCTION

As the FD is an employee at the training practice, the practice will also provide the FD with (or direct the FD to) copies of their policies, protocols and procedures. The FD will be expected, as a condition of their employment, to comply with these policies and protocols.

With regards to employment, the practice will have

- a sickness policy
- a confidentiality policy
- a grievance policy
- a disciplinary policy
- a health and safety policy
- an infection control policy
- an equality and diversity policy

The FD needs to be aware of all of these from an early stage so that problems can be avoided and the FD can work as part of the practice team.

Educational Supervisors are provided with an induction checklist and FDs are expected to participate in the practice induction process.

Practices will have a myriad of other policies, protocols and routines which the FD will need to be aware of.

1.11. GENERAL DENTAL PRACTICE

FDs work should be predominantly, if not almost exclusively, providing dentistry within the NHS General Dental Services (GDS).

FDs are expected to work as part of the practice team, to cooperate with and respect the other team members.

FDs are expected to work within their competencies and to seek assistance when they need this.

FDs will be expected to offer all treatments usually provided by a general dental practitioner within the NHS GDS such that they experience a broad range of dental treatment provision.

Private options may be given to patients where an item of treatment is not available on the NHS, e.g. sports mouth guards, implants (provided by another dentist).

Where a private option is provided by a FD, then the fees accrue to the practice and the FD will not be paid any part of this. There will also be no incentives given to FDs to provide private treatments for patients.

The rules and regulations of dental charges and the scope of dentistry within the GDS are very complicated and providing advice and guidance on these is one of the expectations of an Educational Supervisor. This will be supplemented by sessions at study days.

Educational Supervisors and FDs need to ensure that Courses of Treatment (CoTs – previously known as FP17s) sent to Dental Services for work done by Foundation Dentists (FDs) are only sent bearing the performer number of the FD.

It would be fraudulent for a practice to send off Courses of Treatment for work done by a FD on an electronic transmission bearing another non FD performer's number. If this is done then the FDs UDAs will be counted towards a main practice contract, which is clearly inappropriate and has a financial benefit to the practice. Hence, this will be inappropriate and fraudulent.

Two problem areas have been raised by Educational Supervisors and these have been discussed with NHS England South (South East)s/NHS Dental Services.

(a) How to handle FDs' NHS courses of treatment prior to receipt of their performer number. As this is for a maximum two month period, then these Courses of Treatment should be stored and submitted when the FD performer number is known.

NHS England South (South East) are aware that this may give rise to them being informed by the Dental Services data of late submissions.

This year, the process will be for a Performer List number to be issued prior to the Foundation Dentist being on the dental performers list. This will enable practices to set up Foundation Dentists on their software systems and so this problem should not normally arise.

(b) How to handle NHS courses of treatment where the Educational Supervisor or another associate and the FD do some treatment. The consensus view seems to be that the CoT submission should have the performer number of whichever dentist did most of the work. It is quite possible that a dentist working on the main practice contract examines a patient and then considers that the FD could do the treatment. In this case the CoT should bear the performer number of the FD. The date range on the CoT should be accurate for the start date and finish date of the patient's actual attendance. Also such a case must result in one CoT submission and not two.

If you have any concerns that any patients course of treatment has gone through on the wrong contract number, then you should inform your Educational Supervisor who will amend this or contact the NHS Dental Services so that these can be corrected.

If you have any general queries regarding the workings of the NHS GDS you should speak to your Educational Supervisor or programme director.

1.11.1. Uniforms

HTM 01-05 provides guidance on uniforms – see para 6.32. HTM 0105 also refers to the Department of Health's Guidance (2010) "Uniforms and Workwear Guidance on uniform and workwear for NHS employers"

FDs will normally be expected to wear short-sleeved tops which are freshly laundered each day to reduce contamination. Uniforms should not be worn outside the practice.

1.12. PROFESSIONAL CONDUCT

Foundation Dentists (FDs) are expected to act professionally and this means above all acting within the law.

FDs should refer to the General Dental Council (GDC) Document Scope of Practice – who can do what in the dental team. Available online at:

<http://www.gdc-uk.org/Newsandpublications/Publications/Publications/Scope%20of%20Practice%20September%202013.pdf>

The ethical guidance for Dentists and Dental Care Professionals is contained in the General Dental Council (GDC) booklet Standards for the Dental Team. Available at:

<http://www.gdc-uk.org/Newsandpublications/Publications/Publications/Standards%20for%20the%20Dental%20Team.pdf>

The nine principles contained therein are:

- 1 Put patients' interest first
- 2 Communicate effectively with patients
- 3 Obtain valid consent
- 4 Maintain and protect patients' information
- 5 Have a clear and effective complaints procedure
- 6 Work with colleagues in a way that is in patients' best interests
- 7 Maintain, develop and work within your professional knowledge and skills
- 8 Raise concerns if patients are at risk
- 9 Make sure your personal behaviour maintains patients' confidence in you and the dental profession

In all dealings with patients, staff and other dental professionals FDs must maintain the highest professional standards, and must not behave in any way that is liable to bring the profession into disrepute or undermine public confidence. FDs must not make any misleading or unethical statements about their clinical work, abilities, qualifications and experience or about that of anyone else.

The General Dental Council (GDC) also takes very seriously the social behaviour of professionals on the register. Misconduct as FDs can be reported to the GDC. Firm action will be taken and help will be offered where behaviour that may bring the profession into disrepute has arisen.

The General Dental Council (GDC) has produced a booklet Student Fitness to Practice and FDs should be aware that much of this still applies in principle to them. FDs should be aware of its contents and abide by it. Available online at:

[http://www.gdc-uk.org/Newsandpublications/Publications/Publications/StudentFitPApril10web_260310\[1\].pdf](http://www.gdc-uk.org/Newsandpublications/Publications/Publications/StudentFitPApril10web_260310[1].pdf)

1.12.1 Standards of Dress

Foundation dentists are also expected to dress professionally during working hours, including attendance at study days. It should be unnecessary to give guidance, but tee shirts, trainers and shorts will not be acceptable. Also inappropriately revealing styles such as low-cut necklines and mini-skirts are not appropriate.

1.12.2. Mobile Telephones

Foundation dentists who use mobile phones or tablets during educational sessions, for non-educational purposes, at study days may find themselves excluded from the session and reported to the Dean.

1.12.3. Emails and Social Media

Foundation Dentists should not transmit any patient identifiable information electronically via emails, texts etc. This should not be necessary, but if exceptionally it is, then the only means by which this should be done is from and to an NHS Net email address. FDs should be aware of the GDC statements on confidentiality and also aware of their indemnity societies guidance. This also applies to the statements that FDs make via social media or other electronic means. Any breach of these requirements will be viewed very seriously and could result in disciplinary action being taken against a FD. To obtain an NHS net email address, contact your dental contracts department – see section 4.5. Every practice has its own NHS net email address also.

1.12.4. Information Governance (IG)

Information Governance (IG) refers to the way the NHS handles personal and sensitive information relating to patients and employees.

It provides a framework to ensure that this information is used and held with due regard to legal frameworks including the NHS Act 2006, the Health and Social Care Act 2012, the Data Protection Act and the Human Rights Act.

You should check with your practice what is required and be familiar with the IG toolkit that your practice has used to ensure compliance.

You will also be required to complete some NHS online training on Information Governance. The process for this will be sent to you when you have commenced in practice.

1.13. COMPLETION OR NON-COMPLETION OF DENTAL FOUNDATION TRAINING

1.13.1. Completion of Dental Foundation Training

When dental foundation training is completed, a certificate of completion is issued by the Postgraduate Dental Department and a copy is sent to NHS England South (South East) (Section 4.1) who will then alter the dentist's status on their dental performer list from inclusion subject to DFT to full inclusion.

For a certificate of completion of DFT to be issued, the Postgraduate Dental Department need to have evidence that the following have occurred:-

1. The FD has **attended at the training practice** and provided a wide range of general dental treatment for 365 days (excluding non-work days, holidays and study days). The FD has attended and participated in the in practice educational sessions/tutorials – see Section 2.6. The evidence to support this is the completion of the Portfolio by the FD, Educational Supervisor and programme director. The FD and Educational Supervisor must have completed all sections up to date and the final appraisal statements before a certificate of completion will be issued. See Section 2.3.1.

2. The FD has attended their DFT Schemes thirty study days – see Section 2.2.1.

3. The FD has completed all the project work set by the Dean, Associate Dean or Programme Director. See Section 2.4.

1.13.2. Non-Completion of Dental Foundation Training

Reasons why a certificate of completion of Dental Foundation Training may not be issued include:-

1. If there has been an extended period of absence from the practice, e.g. sickness, maternity or compassionate leave, then extra time will have to be undertaken in primary dental care, to make up for this absence, before the certificate can be issued. If the Postgraduate Dental Department is able to arrange for a further period of practice at either the training practice or another practice, then this experience may be taken into consideration of completion of foundation training. Whilst the Postgraduate Dental Department will endeavour to assist FDs in this regard there is no compulsion on the Postgraduate Dental Department to organise such practice experience and it is not usually possible for this to be funded in the same way as the original period of foundation training.

2. If the FD:-

- fails to attend study days
- displays unprofessional conduct
- contravenes any GDC or legal regulation
- consistently fails to keep their Portfolio up to date
- fails to submit project work
- submits project work late or significantly incomplete
- fails to comply with a Educational Supervisor, programme directors or associate dean's reasonable requests
- has serious concerns raised by their Educational Supervisor or programme director regarding their clinical competence and the development of their competence, which results in an adverse Review of Competence Progression (FRCP) panel decision,

then this may result in a certificate of completion not being issued or the FD being dismissed from the course (see Section 3.2).

3. If there is a serious breakdown in the Educational Supervisor/FD relationship such that the Educational Supervisor gives notice of termination of employment to the FD.

4. If a FD resigns from their training practice. If the FD has any query, grievance or complaint regarding their employment or the terms and conditions relating to that employment, they should raise the matter initially with the Educational Supervisor and, if not resolved, with the Programme Director. This is a term of their contract with the Educational Supervisor and a term of the educational agreement between the FD and the Postgraduate Dental Dean.

It should be noted that, where the FD is dismissed from the course, or the contract is terminated by the Educational Supervisor, or the FD resigns from the practice, then:

- a. the Postgraduate Dental Department may or may not be able to place the FD in another training practice. Health Education England has no liability to the FD to find them an alternative practice at which to complete their DFT.
- b. if the FD can be placed elsewhere then they may have to do additional time due to loss of practice time in the changeover.
- c. if the FD is not placed elsewhere then they will lose the time completed and have to

- redo the DFT year somewhere else with the attendant interview/recruitment problem of having previously dropped out or apply to complete DFT by Assessment of Competencies.
- d. if the contract is stopped and there is no further placement, then the dentist (previously FD):
 - will have no income
 - will be removed from the NHS dental performer list
 - will be unable to work in NHS practice (unless as a dentist doing DFT by assessment of competencies – such route may be advised against by the relevant Postgraduate Dental Department and as such NHS England may refuse to include the dentist on the dental performer’s list)
 - e. if the contract is ended by Health Education England or the Educational Supervisor due to clinical incompetence then the dentist (previously FD) may have to fund their own remedial training and the GDC may be informed.

1.13.3. Jury Service

If a FD is called for jury service then they should apply for this to be deferred (for up to twelve months) until they have finished their foundation training. Whilst jury service is usually for two weeks, cases can go on for much longer than this. FDs should apply to the court for a deferral of their jury service on the grounds that they are on a training course. The court will usually agree deferral for FDs. If it does not then you must inform your programme director who will then need to support you in an appeal against this decision. Where a FD intends to go on to DCT then they may apply to be excused from jury service on this occasion. If you are at all unsure, ask your programme director or Associate Dean for assistance

2.1. THE CURRICULUM FOR DENTAL FOUNDATION TRAINING

The curriculum for Dental Foundation training can be found at the Foundation Training area of the COPDEND site <http://www.copdend.org.uk/> The curriculum will be covered via:

1. attendance and practice in primary dental care
2. tutorials and other educational activities provided by the DFT Educational Supervisor
3. the course of study days
4. project work and self study
5. e learning – e.g. key skills, e-DEN

2.2. THE COURSE OF STUDY DAYS

Your Study Day (Day Release) Course is for 30 days in the educational year and is aimed to help in many areas, particularly with the intricacies of the National Health Service and the more advanced clinical, treatment planning and management skills required for successful general dental practice.

The educational content of Dental Foundation Training is aimed to deliver the curriculum

DETAILS OF THE CURRENT TERMS STUDY DAYS CAN BE FOUND AT

<http://www.kssdeanery.ac.uk/dental>

On the HEKSS website, click on Dental, then Dental, then Dental Foundation Training, then Schemes, then your Scheme name, then view calendar. On this page a Google calendar appears with all the study day sessions. The best way to view is to click on Agenda at the top right of the calendar. From here when you click on the session, it opens in full. If you have a Google calendar you can then copy items to your Google calendar. Alternatively you can sync with the whole calendar and then sync this to an I phone using the Google app.

Most of the courses are based at the Education Centre as listed in pages 8, 9 & 10, but there are several opportunities for visits to other appropriate centres. Most study days start with a "problems solving" session where problems of a clinical or interpersonal nature can be discussed with your peers. It is amazing how many people have the same difficulties.

The structure of courses is not rigid and will be influenced by the FOUNDATION DENTISTS, so speak to your DFT Programme Director and he will see what can be done to accommodate your wishes. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. Attendance at these study day courses is compulsory. Your completion certificate will depend on it.

Enjoy your year - it will be like most things, the more you put into it, the more you will get out! Problems can and will be sorted out quickly if they are identified, so speak to your Educational Supervisor or your DFT Programme Director - they are there to help.

IMPORTANT POINTS TO REMEMBER

If you are ill, please telephone the Education Centre or Programme Director - this can be the only reason for not attending. Please organise holidays, interviews and other personal arrangements outside term times.

Preparation for the next study day topic is vital to be able to participate fully - it may make a good topic for the preceding weeks 'in practice' tutorial with your Educational Supervisor.

2.2.2. PRESENTATION EVALUATION

The Study Day Course strives to meet your requirements so we need to know your opinions in order that improvements can be made and standards maintained. It is, therefore, important to complete a lecture evaluation form for each session so that we can analyse when necessary adjustments are required.

Please ensure that at the end of the day you have completed all the questionnaires for the number of sessions that day and we ask you to **think carefully** about your answers as it is important to reflect a true opinion.

An additional form may be distributed at the end of term to give you the opportunity to reflect on each lecture, perhaps a session regarded as unsuitable at the time had become a 'life saver' yesterday.

This process allows us to give feedback to speakers to alter study day sessions or, when appropriate, to change content or speakers

Remember, you are benefiting from this procedure by the efforts made by previous Foundation Dentists.

2.3. RECORD KEEPING REQUIREMENTS

2.3.1. The Portfolio

Progress in all areas of professional life is increasingly dependent on records of the extent and nature of previous experience. This is difficult and inaccurate to do in retrospect, thus, the habit of record keeping should be developed at the outset so that no opportunity is missed for the registration of higher professional recognition. The Foundation Dentist is expected to maintain this record which will also enable self-monitoring of progress.

Completion of the Portfolio is an essential requirement to demonstrate Satisfactory Completion of Dental Foundation Training. A certificate of Satisfactory Completion of Dental Foundation training could not be issued if the Portfolio has not been completed up to date by FD or Educational Supervisor at the time of assessment. Monitoring of the Portfolio's completion by the Foundation Dentist is mainly the responsibility of your Educational Supervisor who will be helped with this task by your DFT programme director who will look at the Portfolio throughout the year. A sample of Portfolios will also be looked at by the Dean towards the end of the DFT year. Guidance on completion will be given by:-

- a) Your Educational Supervisor
- b) Your DFT programme director on the first study day and periodically throughout the year
- c) The user guide contained within the Portfolio and available on the COPDEND (postgraduate dental deans) site <http://www.copdend.org.uk/>

Failure to keep the Portfolio up to date will be regarded very seriously and repeated failure to keep this up to date may result in a dentist being removed from the course. This would also result in a certificate of Satisfactory Completion of Foundation Dental Training not being issued.

If for any reason a FD is unable to keep their Portfolio up to date, they must inform their Programme Director.

2.3.2. Assessment

To assess the FD's progress during the course, a variety of different assessment methods will be used. Most of these are contained in the Portfolio,

1. Early Stage Review/DOPs for new patient examination and a simple restoration
2. Case Based Discussion (CbD)
3. Dental Evaluation of Performance Tool (A'DEP'T)
4. Patient Assessment Questionnaires
5. Multisource Feedback

2.3.3. Monitoring

The Portfolio is also used to monitor what the FD has done and needs to do to attain the competencies listed in the curriculum. These monitoring tools are,

1. The Clinical Experience Log
2. Learning Needs Log
3. The Tutorial Log
4. The Personal Development Plan
5. CPD and Study Day Log

2.3.4. Reflection

Log pages to record reflections on experience in general dental practice are included in the Portfolio. Ten of these should be completed within the first five months and eighteen by the end of month nine. Reflective writing is a skill not all new graduates seem to have. Help with this will be provided by your Educational Supervisor and also at one of the early study days.

2.3.5. Educational Supervisor Reports

Your Educational Supervisor and TPD will be required to complete structured reports based on your progress in the practice and your engagement with and participation at the course of study days. These are known as the Interim and Final Review of Clinical Progress (IRCP and FRCP) and take place at month six and month ten respectively. These reports are used by the Review Panels to evidence whether a certificate of Satisfactory Completion can be issued or not.

2.4. PROJECT WORK

Your DFT Programme Director will explain his requirements to be fulfilled during the Foundation Training year.

2.4.1. Case Presentation/Log Diary

Sessions where case presentations are to be undertaken are included at intervals throughout the study days. A session on the use of cameras is included near the beginning of the FT study day course.

Every year FDs present a case presentation of a patient's treatment (in a similar format to that previously required for the MJDF) at the end of the year. This will be discussed early in the course of study days.

FDs will also be required to write up four patients treatment planning and subsequent treatment to demonstrate different clinical competencies e.g. periodontology, endodontics, preventative treatment etc. These four "mini cases" will also be submitted towards the end of the DFT year to be assessed.

2.4.2. Audit

For several years we have also undertaken clinical audit sessions. A session will be held early in the year when one of the local clinical audit facilitators will attend to explain how audit can be carried out in general dental practice and also how best to write this up and present it.

2.4.3. Governance and Management in Practice

The other main project work will be to compile portfolios of evidence for four key areas of Governance and Management in Practice. The areas will be:-

- 1) Prevention & Management of Medical Emergencies in General Dental Practice
- 2) Infection Control
- 3) Dental Radiography & Radiation Protection
- 4) Law and Ethics

The portfolio should examine current standards and guidelines and compare these against the practices that FDs are in. The FDs will then need to produce a reflective commentary on how they feel standards and guidelines are interpreted in their practices and could possibly be developed.

2.4.4. Personal Development Plan

A session will be held early in the year to discuss Personal Development Plans (PDPs) and how to formulate these. FDs will be required to formulate a PDP – also using the Portfolio. The FD will also update this and submit it for assessment towards the end of their DFT year

2.5. MID YEAR VISIT BY THE DFT PROGRAMME DIRECTOR

Mandatory Dental Foundation training with final certification places great responsibilities upon all parties, but especially the Educational Supervisor/FD partnership and problems must be identified early. The DFT Programme Director has an important role to facilitate the implementation of the requirements of the training agreement. This can best be done by a personal visit to the practice during working hours to see at first hand the FD's working environment.

This usually takes place after the FD has been at the practice for at least 4 months.

The FD would be advised beforehand that the DFT Programme Director will be spending some time in the surgery whilst patients are treated. Hopefully an 'open door' approach to training will already have been cultivated in the practice and so this will not be such an intimidating proposition. The focus of attention during the visit should be more on communication skills than clinical factors. An appraisal of record keeping, use of forms, x-rays etc. can all be completed in an informal non-threatening manner.

The following should be available for the DFT Programme Director to look at:-

- ! NHS Payment Schedules
- ! Daybook
- ! FDs and Educational Supervisors Appointment Books
- ! List of tutorials to date (subjects and dates)
- ! Patients records

The DFT Programme Director will carry out an A'DEP'T and will need some time after this to discuss this with the FD. Please remember it is courteous to introduce the DFT Programme Director as another dentist and ask the patient if they mind having a spectator in the surgery.

This is also another opportunity for the Programme Director to have a "one to one" with the FD. It is also an important part of the QA process for DFT and this information also contributes towards the reappointment process for Educational Supervisors.

2.6. TUTORIALS, TEACHING TIME & ASSESSMENTS

Educational Supervisors are required to arrange for an hour of protected teaching time to be set aside in the FDs and Educational Supervisors appointment books every week.

This should be within the FDs contracted hours and should not be the lunch hour.

In the early weeks of the Programme, these are usually taken up with completing the initial pages of the portfolio and treatment planning for difficult or unusual patient cases. There will also be necessary induction to the practice and working within the general dental services of the NHS. Educational Supervisors are also required to undertake competency assessments, which will occupy about half of this time during the year. The assessments timetable is contained within the portfolio.

As the weeks go by, it is often useful to have a list of tutorials to refer to ensure that all areas of knowledge in relation to general dental practice are covered.

At this stage a typical protected teaching hour may consist of:-

1. Review of Portfolio
2. Review of previous study day
3. Discussion of preparation for next study day
4. Discussion of any difficult cases
5. Review FD project work
6. Main tutorial topic or competency assessment
7. Agreement on next tutorial topic and preparation for this

Please remember to complete a reflection sheet in the portfolio for each tutorial.

2.7. Tutorial Topics

A small working group of Educational Supervisors has produced a list of **suggested** tutorials. We have divided them in to early, mid and late groups. There are many other topics which might be required. The order and need is dictated by the individual FDs requirements

EARLY	Topic	Notes	Date
1.	Practice Induction	Day one	
2.	Clinical Experience checklist / Portfolio	Day one	
3.	NHS Regulations	FP17 etc	
4.	Diagnosis of toothache		
5.	Referral procedures		
6.	Prescribing	BNF	
7.	Medical histories and treatment of medically compromised patients	BNF	
8.	Medical emergencies/BLS	Emergency Drugs and procedures (Key skill)	
9.	Exams/new patient exams	Record keeping/consent	
10.	Cross infection control	(Key skill)	
11.	Interpreting radiographs		
12.	Caries management	Holistic approach	

13.	Information Governance		
14.	NICE recall guidelines in practice	Recent pts seen by FD	
15.	Dentures- planning/primary imps	Patient seen together	
16.	Dentures- second imps		
17.	Dentures- try in		
18.	Dentures- fit		
19.	Surgical extraction	Patient case-FD to treat and Educational Supervisor assists	
MID			
20.	Anterior crown	Preps on extracted teeth / or with patient	
21.	Posterior crowns	Preps on extracted teeth/patient	
22.	Temporary crowns	Using previous preps	
23.	Perio treatment (6ppc etc)	Models	
24.	Endo: access cavities	Extracted teeth	
25.	Endo: shaping and obturation	"	
26.	Trauma-dentine/enamel, anterior teeth	Patient records	
27.	Tooth Surface Loss	Records/study models	
28.	Posterior composites		
29.	Cracked tooth syndrome		
30.	Resin bonded bridges	Treatment planning/patient	
31.	Audit	Eg: radiographs (for key skill)	
32.	Case presentation	MJDF style for end of year presentation	
LATE			
33.	Oral medicine	CD Rom	
34.	Orthodontic assessment	Kirschen article BDJ	
35.	Tooth whitening		
36.	Practice finance		
37.	Staff contracts/ staff appraisal		
38.	Bridgework planning		
39.	Chrome dentures		
40.	Staff meeting FDP to chair and present topic		
41.	Occlusion/ Articulation- facebow records		
42.	Life after FT		
43.			

2.8. INTERNET LEARNING RESOURCES

Useful Websites

1. COPDEND (www.copdend.org.uk)
2. NICE / NHS evidence – interlinked site (evidence and guidelines)
www.nice.org.uk
3. General Dental Council
 - Sign up for email news alerts
 - Can also register on eGDC (records CPD)www.gdc-uk.org
4. Faculty of General Dental Practice
www.fgdp.org.uk
5. British Endodontic Society (Guidelines 2006)
www.britishendodonticsociety.org.uk
6. British Periodontal Society (Guidance)
www.bsperio.org.uk
7. British Orthodontic Society (Guidance)
www.bos.org.uk
8. BNF (online)
www.bnf.org
9. Scottish Dental Clinical Effectiveness Programme
<http://www.sdcep.org.uk>
10. BDA – huge resource
www.bda.org
11. Resuscitation Council (UK)
www.resus.org.uk
12. e-Learning for Healthcare (available to all NHS healthcare workers after it's mid October 2009 launch) guest password is currently available to view the site
www.e-lfh.org.uk
13. European Academy for Craniomandibular Disorders (guidance 2007 for GDPs re TMD examination / diagnosis/ management & orofacial pain)
www.eacmd.org
14. 'Delivering Better Oral Health An evidence-based toolkit for prevention' – 3rd edition
Published June 2014
Downloadable from:

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<https://www.gov.uk/government/publications/delivering-better-oral-health-an-evidence-based-toolkit-for-prevention>

Dept of Health did send all NHS practices hard copies of this

15. Dental Protection - see 'Position statements'

www.dentalprotection.org/uk/

16. VARK – a guide to learning styles

www.vark-learn.com

17. Dental Defence Union

www.theddu.com

18. NHS Information Governance (HSCIC)

www.hscic.gov.uk

2.9. E-Den

E-Den, an electronic Dental Learning Platform has been designed to support the training of the new Dental Foundation Programme and the Dental Foundation Programme Curriculum, published in 2006, it has been used as a template for the material to be delivered and the level at which to pitch the contents,

<http://www.e-lfh.org.uk/programmes/dentistry/>

E-Den is divided into twelve modules or subject areas, each aligning to the domains and major competencies outlined in the Dental Foundation Programme Curriculum. There are 12 modules in all:-

Module	Title
1	Patient Assessment
2	Human diseases and medical and dental emergencies
3	Anxiety and pain control in dentistry
4	Periodontal disease and management
5	Hard and soft tissue surgery
6	Surgical and non-surgical management of head and neck disease
7	Management of the developing dentition
8	Restoration of teeth
9	Replacement of teeth
10	Communication
11	Professionalism
12	Management and leadership

It is planned for each module to contain between about 10 and 60 individual e-learning sessions (the module covering restoration of teeth is predictably the largest module); each session typically takes 20-30 minutes to complete and contains text, clinical images and self assessments in the form of multiple choice questions or drag and drop exercises. The sessions are designed to be interactive and engaging for the on-the-go learner

Registering and access to the programme is easy. If you are a Foundation Dentist, then your access details (user name and password) are given to you by your Postgraduate Dental Department. You will find the programme invaluable as a source of information and as a learning tool during your training year.

2.10. LIBRARY AND KNOWLEDGE SERVICES AND OTHER ELECTRONIC RESOURCES AVAILABLE TO FDS

NHS Library Services

Foundation Dentists have access to a network of library and knowledge services across Kent, Surrey & Sussex that can offer support with:

Training: making the most of available dental resources; searching effectively; critical appraisal

Literature searches: searching for key resources available on a specific subject area

Specialist services: outreach and clinical librarians to support patient care and CPD

Contact details and opening times for local NHS library and knowledge services can be found at:-

<http://www.hlisd.org>

Access to Resources

In addition to the resources available in your local NHS library, registering for an NHS OpenAthens account will allow you to access comprehensive healthcare databases, evidence-based material and hundreds of electronic journals and books from your workplace or at home.

To find out more about the NHS resources available to you and how to register for an NHS OpenAthens account go to:-

<https://www.nice.org.uk/about/what-we-do/evidence-services/journals-and-databases>

Alternatively, search the online regional catalogue for relevant books, journals and electronic resources available via your local library service, including access to full text archives for the British Dental Journal and Evidence-Based Dentistry:

<http://www.southeastlibrarysearch.nhs.uk>

2.10.1 Education Centre Libraries

Each Education Centre that is a base for a Dental Foundation Training Scheme has a library with dental journals and dental textbooks.

All HEKSS FDs will have an introduction to their library early in the course of study days and will be registered for an OpenAthens account if they do not already have one.

3.1. TRAINEE SUPPORT AND GUIDANCE

FDs will be a part of one of the five HEKSS DFT schemes; these are designed to be self-support groups. FDs also have their own Educational Supervisor or joint Educational Supervisors, and will also be allocated a Programme Director, who will provide counselling for the FDs on their clinical and academic performance.

FDs whose place in the course is in jeopardy will be referred to an Internal Mentor, if needed.

All other issues, medical, personal, social, financial etc are to be addressed to the Programme Director through the Course Administrator.

Where a FD feels they are unable to approach their programme director with these issues, they can approach the Associate Dean for Dental Foundation Training or the Postgraduate Dental Dean (hereafter referred to as the Associate Dean and the Dean respectively)

3.1.1. Mentor/Supervisor

The FDs workplace is a fundamental part of the course, and work performed there is noted in the Portfolio and cases assessed.

Each FD has a Educational Supervisor/joint Educational Supervisors who will be available to provide help on demand and also to provide an educational hour of protected time. This will happen at least once a week..

The Educational Supervisor is expected to be available for the whole year and will give advice when asked; will provide reports on the FDs practice activity at appropriate times and verify that the FDs clinical work has been completed competently.

The Educational Supervisor is expected to ensure that the FD is treating their patients in accordance with the GDC's Fitness to Practice parameters and are acting professionally. The Educational Supervisor will regularly review the Portfolio and will sign off the FDs project work prior to it being submitted.

3.1.2. Special Needs

FDs who have special needs must make these known to their Programme Director preferably before the Course starts, and certainly by the end of their first week in practice, so that appropriate support/action can be taken/offered.

3.1.3. FDs with Dyslexia/Dyspraxia

HEKSS is aware that those who suffer from dyslexia and/or dyspraxia may have special educational needs that may impact on their ability to demonstrate their knowledge in examinations. Any candidate may apply for special arrangements to address their specific special educational needs.

Process of applying for special arrangements [Responsibility of the FD]

Candidates who are dyslexic or suffer from dyspraxia must produce evidence of an up-to-date Dyslexia/Dyspraxia Assessment Report, which includes specific mention of recommendations for examinations.

The Dyslexia/Dyspraxia Assessment should normally have been carried out within three years prior to the date of the examination that is entered. HEKSS requires that the report and recommendations are in line with the Department for Education & Skills guidelines.

If HEKSS considers that a Dyslexia/Dyspraxia Assessment is not sufficiently up-to-date, or the recommendations it contains are not sufficiently specific with regard to the arrangements for the fulfilment of the curriculum including the project work, it may require the candidate to be reassessed – at their own expense.

The Dyslexia/Dyspraxia Assessment Report must be submitted before **31st August 2016**. Applications for special arrangements cannot be accommodated after this date.

Arrangements

The special arrangements will be allowed, as far as possible, to comply with the Dyslexia/Dyspraxia Assessment and may include **either** extra time for written work, and/or where appropriate audio or electronic facilities,.

For project work, such audio, scribing or laptop facilities will be provided at no additional cost to the student.

If additional help or equipment is required for home work and study – that is outside the remit of what HEKSS can make available, HEKSS Postgraduate Dental Department will, where appropriate, allow additional time for assessments to be completed.

Candidates will have the right to decide how widely information on their condition is made known. For practical purposes, however, The Dean, the Associate Dean, the individual's Programme Director, the Educational Supervisor/s, and the administration team will all be informed.

3.1.4. FDs with Academic or Clinical Difficulties

The continuous assessment system for clinical skills, knowledge, management, motivation, and attendance is in place to monitor the progress of FDs. In addition, there are the formative assessments.

If any of these systems identify a FD having difficulties this will be flagged up to the FD's Programme Director during their scheduled meetings or by concerned staff.

The Programme Director will discuss the difficulties with the FD. Appropriate action will be taken to try to help the FD overcome the difficulties.

If the difficulties cannot be resolved, the issue will be raised with the Associate Dean or Dean.

3.1.5. FDs with Health Issues

Any FD with health concerns or who develops health concerns during the course should identify these in writing to the Associate Dean or Dean. Advice can then be given on how to deal with the issue, from the point of view of managing attendance and assessment on the course. Advice may include a suggestion that the FD make contact with, and obtain help through NHS Occupational Health Services and FDs may wish to look at

<http://www.nhshealthatwork.co.uk>

3.1.6. Occupational Health and Counselling Services for Dentists in Health Education Kent Surrey & Sussex

As part of the performers list application, you will be required to undergo Occupational Health screening. The cost of this has to be borne by the applicant. For dentist's who are on the dental performer's list, NHS England South (South East) funds the following occupational health services.

Kent

Occupational Health Service – OHWorks Ltd., Unit 18, Bilting Business Centre, Canterbury Road, Ashford. TN25 4HA. Tel: 01233 811888 Email: ohconsult@ohworks.co.uk NHS England South (South East) funded

Surrey

Occupational Health for Surrey independent dental practitioners is offered at:

- St. Peters Hospital, Guildford Road, Chertsey KT16 0PZ Tel No: 01932 722404
- Robens Centre, Surrey Research Park, Guildford GU2 7RE Tel No. 01483 686690
- Any Surrey GP practice where the dentist is registered

The GDP or their staff make appointments themselves and pay all costs. They then invoice the PCT who reimburse the costs.

On Counselling/Mentoring services – this service is not commissioned for Primary Care

The Robens do provide counselling services via Occupational Health as long as they have the capacity to do so, but this would need to be charged to the practice and not NHS England South (South East). This is not a service that is routinely commissioned, but the Robens Centre accept self referrals on a private basis.

East Sussex

Occupational Health Scheme for East Sussex:-

The provider is Santia Contact –Amanda Evans, Account Manager,
amanda.evans@santiaconsulting.com telephone: 07712 658443

Counselling and mentoring services for dental practitioners are not commissioned by NHS England South (South East)

West Sussex

Occupational Health Scheme for West Sussex

Sussex Community NHS Trust, Occupational Health, Southlands Hospital, Upper Shoreham Road Shoreham-by-Sea, West Sussex. BN43 6TQ. Tel: 01273 446056 Fax 01273 446027

3.2. A REFERRAL TO THE POSTGRADUATE DENTAL DEAN

Reasons why FDs can be referred to the Dean will include when they:

- fail to attend study days
- display unprofessional conduct
- contravene any GDC or legal regulation
- consistently fail to keep their PORTFOLIO up to date
- fail to submit project work
- submit project work late or significantly incomplete
- fail to comply with a Educational Supervisor, or programme director's or Associate Dean's reasonable requests
- have serious concerns raised by their Educational Supervisor or programme director regarding their clinical competence and the development of this

The possible outcomes of the Dean's decision following referral are:

- No further action
- Warning letter
- Withholding of certificate of completion of vocational training until specified activities have been completed
- Dismissal from Course – as it is not possible to continue foundation training whilst not part of a recognised DFT scheme, NHS England would be informed and remove the dentist from the dental performer list. The Educational Supervisor would then have to end the contract of employment.

When necessary, the Associate Dean will deputise for the Dean.

3.3. EXTENSIONS: HOW TO APPLY

An extension is granted in order that assignments (Portfolio completion or project work) can be submitted as if on time, i.e. the deadline for FDs with extensions is effectively put back to a later date. If the standard of work in the above has been affected by the circumstances which caused the application for an extension, the student should also submit mitigating circumstances (see page 43). The key stages of the process are outlined below.

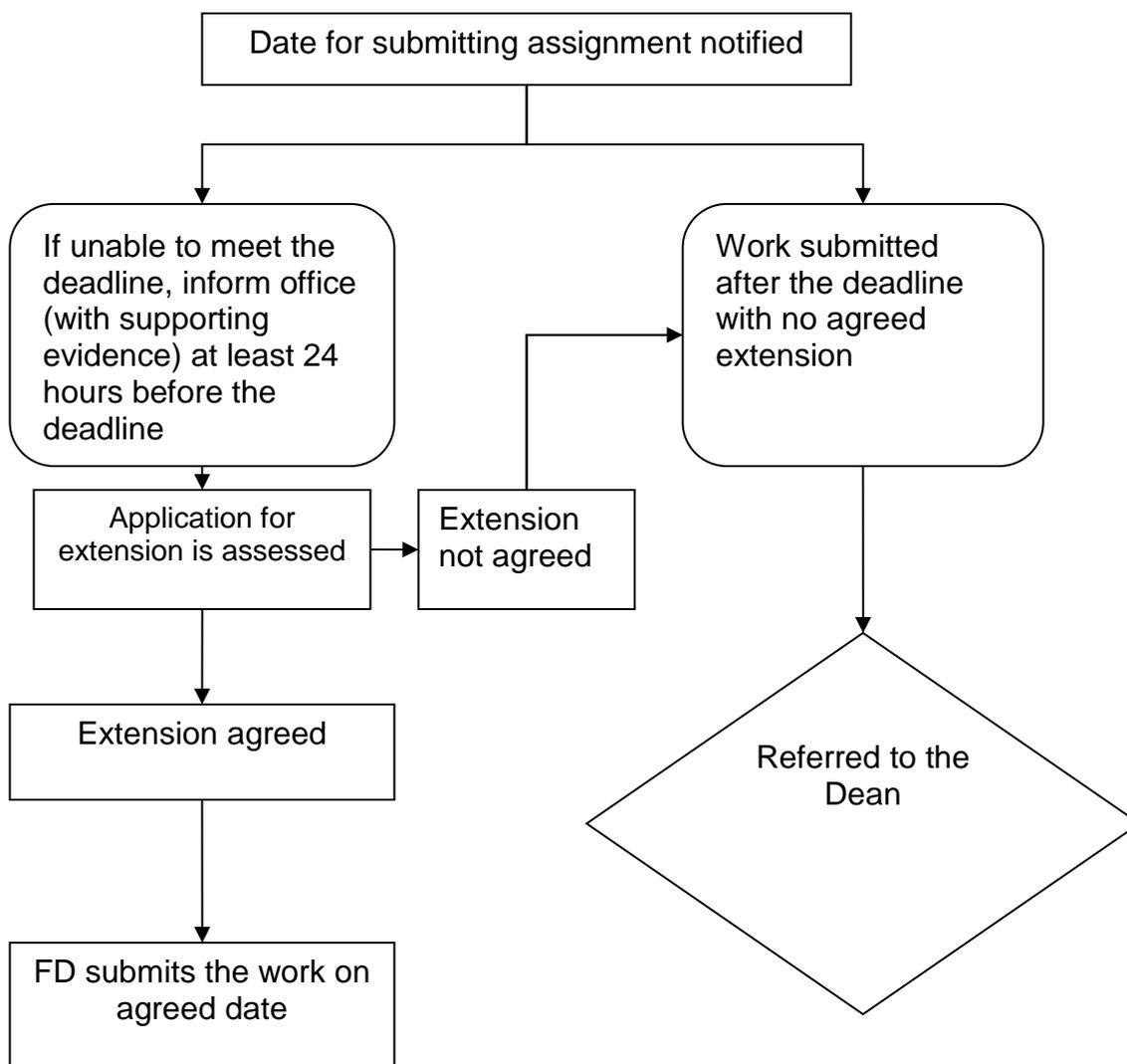
Deadline for submission of work

FDs are notified of the deadline for each assignment that they are required to complete as part of the course. The PORTFOLIO has automatic dates specified for each section to be completed.

Applying for an extension

- If there are known circumstances beyond the FDs control, which mean that they will be unable to meet the deadline for submission of their assignment, they must apply for an extension (applications for an extension must be submitted 24 hours before the deadline)
- Supporting evidence will normally be required when applications are made. This should be evidence from an independent source such as a doctor; if they are unable to provide such evidence with the form, they should provide it as soon as possible (no later than two weeks before the DFTP meets)
- If application for an extension is successful FDs will be notified
- FDs must then submit their work by the new agreed date.

Extensions to deadlines flowchart



3.4. MITIGATION CIRCUMSTANCES – HOW TO SUBMIT A CLAIM

Where a FD considers that:
 their completion of assignments (project work/PORTFOLIO) or
 their performance in an assessment or
 their attendance at study days
 has been adversely affected by circumstances beyond their control and they wish the Dean to take this into account, they should submit a Mitigating Circumstances Letter.

Submitting a Mitigating Circumstances Letter

- Complete and submit a *Mitigating Circumstances Letter* detailing the reason and including independent documentary evidence (in a sealed envelope) within 1 week of the event
- It is the FD's responsibility to ensure that the Mitigating Circumstances letter is submitted to the Dean in good time. They are advised to send the form by recorded delivery.

Consideration of your claim for mitigation

The Dean will consider whether to accept or reject the claim. He will **only** consider cases where documentary evidence is provided. This evidence must be from an independent source; uncorroborated evidence from friends or family is not acceptable. If no documentary evidence is submitted, the Dean will **not** consider the case.

Claim for mitigation accepted

If the claim for mitigation is accepted, possible outcomes include:

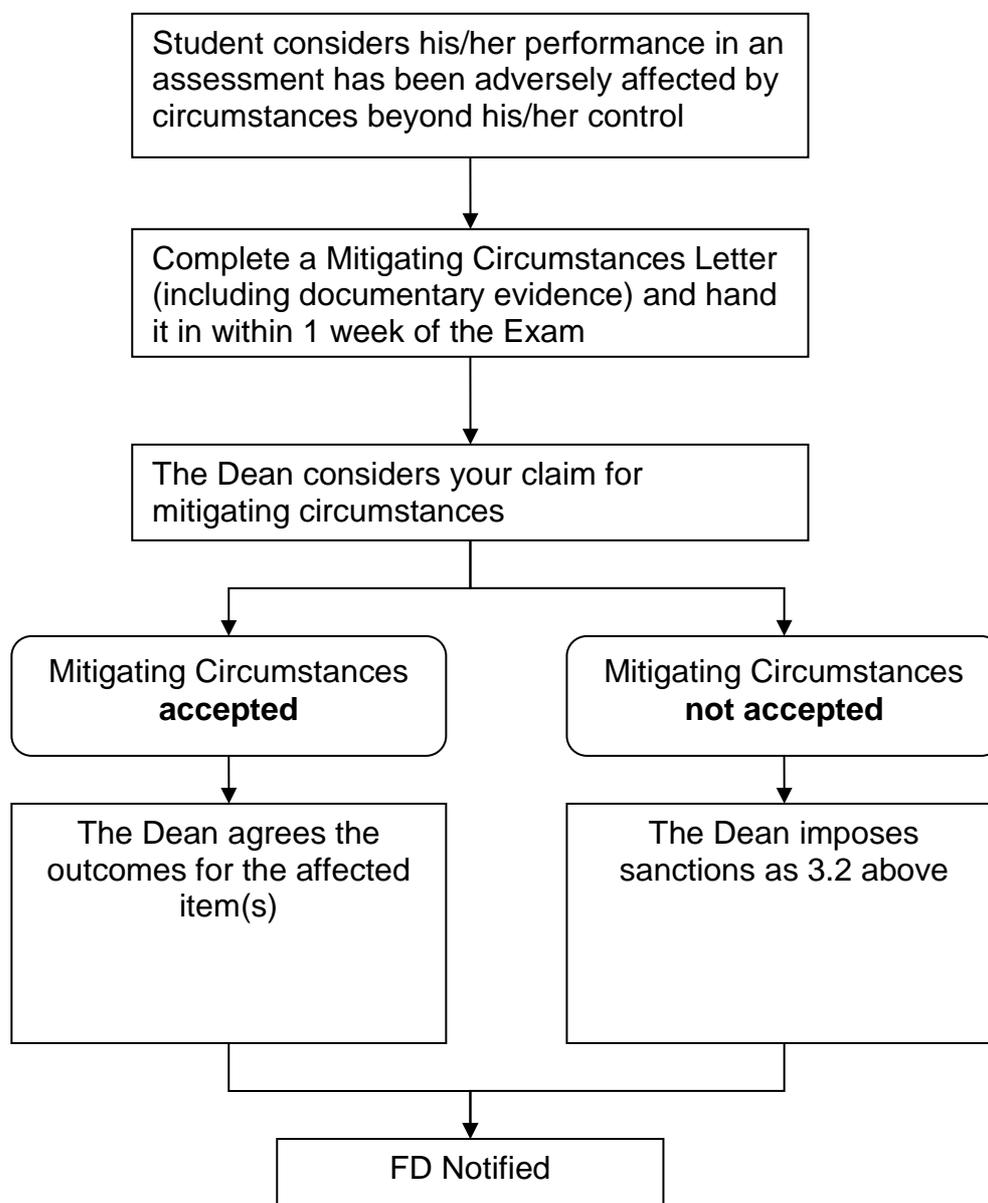
- where work was submitted late the assignment is allowed to stand
- where the FDs performance at an assessment was affected then a repeat assessment will be arranged
- where attendance at study days has been affected then the programme director and Educational Supervisor will suggest alternative study days for the FD to attend.

Claim for mitigation not accepted

If mitigating circumstances are not accepted by the Dean, then one of the outcomes at 3.2 will result.

A summary of the process can be found on next page.

Mitigating Circumstances Flowchart



Please note: The presentation of fraudulent mitigation is an attempt to gain an unfair advantage and hence considered cheating. The Deanery takes the submission of false evidence very seriously and action will be taken against any student who can be shown to have submitted a false claim.

3.5. APPEAL PROCESS

The Dean has the authority to approve results and to exclude FDs from the course on academic grounds (such as irredeemable failure at assessment, if attendance is poor at study days or non completion of other required elements of the course). FDs will be notified of any decision of the Dean, and if clarification is needed FDs should discuss with their Programme Director who may refer them to the Associate Dean or Dean.

FDs may, in some instances (see below), make an appeal, i.e. a request a review of the Dean's decision.

Grounds for appeal

FDs may **only** request a review of the decision of the Dean on the following grounds:

- that they had submitted evidence of mitigating circumstances which were not considered by the Dean
- that the Dean was not aware of mitigating circumstances affecting their performance because the FD was unable, or for valid reasons unwilling, to divulge them before the Dean reached his decision. The FD has to notify the Associate Dean or Dean in writing of any circumstances extraneous to the course which might be prejudicial to their performance, as soon as possible, preferably **before** the event. Only in **exceptional** circumstances an appeal will be heard on the basis of evidence submitted after the initial decision of the Dean.
- that the assessment procedures were not followed in accordance with the recommendations, resulting in an error in your assessment
- that some other material irregularity led to a breach of the procedures or regulations resulting in a decision detrimental to the FD.

Please note that there is no right to appeal against decisions of the Dean which are matters of academic judgment.

Appeals will be considered by an external Dean i.e. not part of HEKSS Department of Postgraduate Dentistry

In the event of an Appeal, the decision of the External Dean is final.

3.6. VOICING OPINIONS

HEKSS respects and values the opinions of its FDs and they have the right to express their views about the course or other services they receive.

If you have any concern which is not covered in the present Handbook, please follow the guidelines below.

General comments and issues relating to your course - if FDs want to raise general issues about the course they should contact their Programme Director or Associate Dean through the Course Administrator. Staff - student meetings are held regularly (usually once per term) to discuss the general running of schemes.

Representatives will be elected from among the FDs on the course, to attend the DFT Representative Board and contribute the views and concerns of the DFT group. FDs should feel free to approach their Programme Directors or the Associate Dean with items that they would like considered.

Getting FD views on learning experiences - there are a variety of other ways in which the views on FD learning experiences might be sought by the programme directors. These might include questionnaires and evaluation forms provided for FDs to comment on particular elements of the course; and regular meetings for FDs to discuss issues with staff.

3.7. HOW TO MAKE A COMPLAINT

HEKSS recognises that there will be a small number of cases where a mutually satisfactory resolution may not be achieved informally. FDs are entitled to make a complaint and **The FD Complaints procedure**, outlined below, is in place to deal with such cases.

Please remember that FDs' right to express opinions is balanced by the responsibility to do so without being defamatory or derogatory to or about individuals whether online, in writing, or in person, and in line with Student Fitness to Practice.

3.7.1. Introduction

A complaint is the expression of a specific concern about the provision of an academic Course, or a related service.

HEKSS recognises that there may be occasions when a student may feel that they have cause for complaint about an Academic Course, HEKSS facilities and services, the actions of a member of staff or the actions of a FD. This **FD Complaints Procedure** has been developed to ensure that complaints made by FDs are treated seriously and as quickly as possible:

3.7.2. Principles Underlying the Procedure

The guiding principles of this student complaints procedure are that:

- complaints are dealt with **without recrimination**. FDs making complaints will not suffer any disadvantage or recrimination. However, if a complaint is judged to have been made maliciously, the student may be subject to HEKSS disciplinary procedures
- complaints are dealt with **promptly and fairly**. All complaints should be dealt with promptly, with fairness, transparency and consistency that respects the rights of all individuals involved. If a complaint is found to be justified, the Deanery will take prompt and appropriate action. If a complaint is not upheld, the student will be notified of the reasons for the decision
- FDs should be able to consult any member of staff to discuss problems in complete confidence and to expect a complaint to be dealt with **confidentially**. Where it is necessary to disclose information to others in order to deal with the complaint, the parties concerned will be informed of this. A member of staff named in a written complaint should expect the complaint to be handled with discretion and confidentiality to be maintained
- complaints should be resolved quickly and simply as far as possible
- complaints will not normally be considered at the formal stage until it is established that the informal stage has been exhausted

3.7.3. Procedure

There are two stages to the HEKSS student complaints procedure

- Stage 1 Informal discussion
- Stage 2 Formal written complaint.

The FD complaints procedure should be followed sequentially by the complainant.

The FD is entitled to be accompanied to any meetings within the internal stages of the complaints procedure by a person of his/her choosing who may, if necessary, speak on the student's behalf.

Where a FD has declared a disability to HEKSS, HEKSS will endeavour to ensure that information is available to them at all stages of the procedure in appropriate formats, and that any reasonable adjustments are made to the associated proceedings to accommodate the student's needs.

It is the responsibility of the FD complaining to respond to letters in a timely fashion and to attend meetings for which they have been duly notified.

Stage 1 – Informal discussion

The majority of concerns raised by a FD can be resolved informally, and in most cases this approach provides a quick solution and avoids the formality of submitting a complaint form.

FDs are encouraged to either raise issues with staff directly or approach their Student Representative where concerns relate to general matters of course delivery or support and are not specific to an individual. The course has regular meetings at which Student Representatives are invited to attend and where issues of concern can be raised.

If the issue cannot be dealt with in such meetings or if a FD prefers not to raise the matter with a FD Representative, then a FD who wishes to make a complaint should discuss it with a person of their choice, which may include:

- The Associate Dean
- Their Programme Director
- Their Educational Supervisor
- A member of staff.

At this stage the individual to whom the complaint is taken should discuss it informally with the FD (and anyone else who is involved), to come to an understanding of the exact nature of the FDs dissatisfaction and explore what outcome the FD seeks. They should then seek to resolve the problem without the need for formal action by the FD. This may, on occasion, include directing the FD to discuss the matter with a named individual.

Please note that only in exceptional circumstances, concerns may be addressed directly to the Dean.

Stage 2 – Formal written complaint

If the complaint cannot be resolved to the FDs' satisfaction following informal discussion at stage 1 of the procedure, then the complaint should be formalised and the student should write formally to the Programme Director stating their complaint.

The letter should provide information on:

- the nature of the injustice that is being alleged (dates and events) and how the FD has been affected
- evidence offered in support of the complaint
- any actions the FD has taken to try to resolve the complaint, including details of any meetings which have taken place
- the outcome/resolution that the FD is seeking.

On receipt of the letter the Programme Director will:

1. normally within five working days acknowledge in writing to the FD the receipt of the complaint, including
 - a statement of what they understand the complaint to be about
 - the action they intend to take to investigate the matter
 - a date by which they expect to be able to respond to the complainant.
2. where the complaint is neither concerned with matters of misconduct nor an issue which might give rise to a poor performance review, advise any member(s) of staff (or occasionally any FD) involved, that a complaint has been lodged, giving them details of the complaint and inviting them formally to respond to the allegation
3. conduct a review of the evidence, written or otherwise, and hold such discussions as he/she considers appropriate
4. invite the FD to meet with him/her to clarify their complaint.

After taking the above steps, the Programme Director will decide whether:

- there is a reasonable justification for the complaint or
- there is no reasonable justification for the complaint or
- the complaint is not within this procedure and requires to be dealt with in another way.

Normally within fifteen working days of receiving the Complaint letter, the Programme Director will make his conclusions known to the FD both in writing and where possible at a meeting with the FD. He will make his conclusions known also to any other relevant members of staff. A copy of the written conclusions is also sent to the Dean.

If the complaint is found to be justified, the FD will be informed of any action which has been taken, or will be taken, in order to remedy the complaint.

If a FD complaint gives rise to action under the staff disciplinary or poor performance procedures, the FD cannot be told what action, if any, was taken. They may only be told that appropriate action was taken. It may also be that the resolution or redress they were seeking is inappropriate. In this situation, it will be necessary for the Programme Director to provide support and guidance to the FD as appropriate.

If the complaint is not upheld the FD will be given reasons for the decision.

The office will keep a record of the complaint, in accordance with the provision of current Data Protection legislation, including:

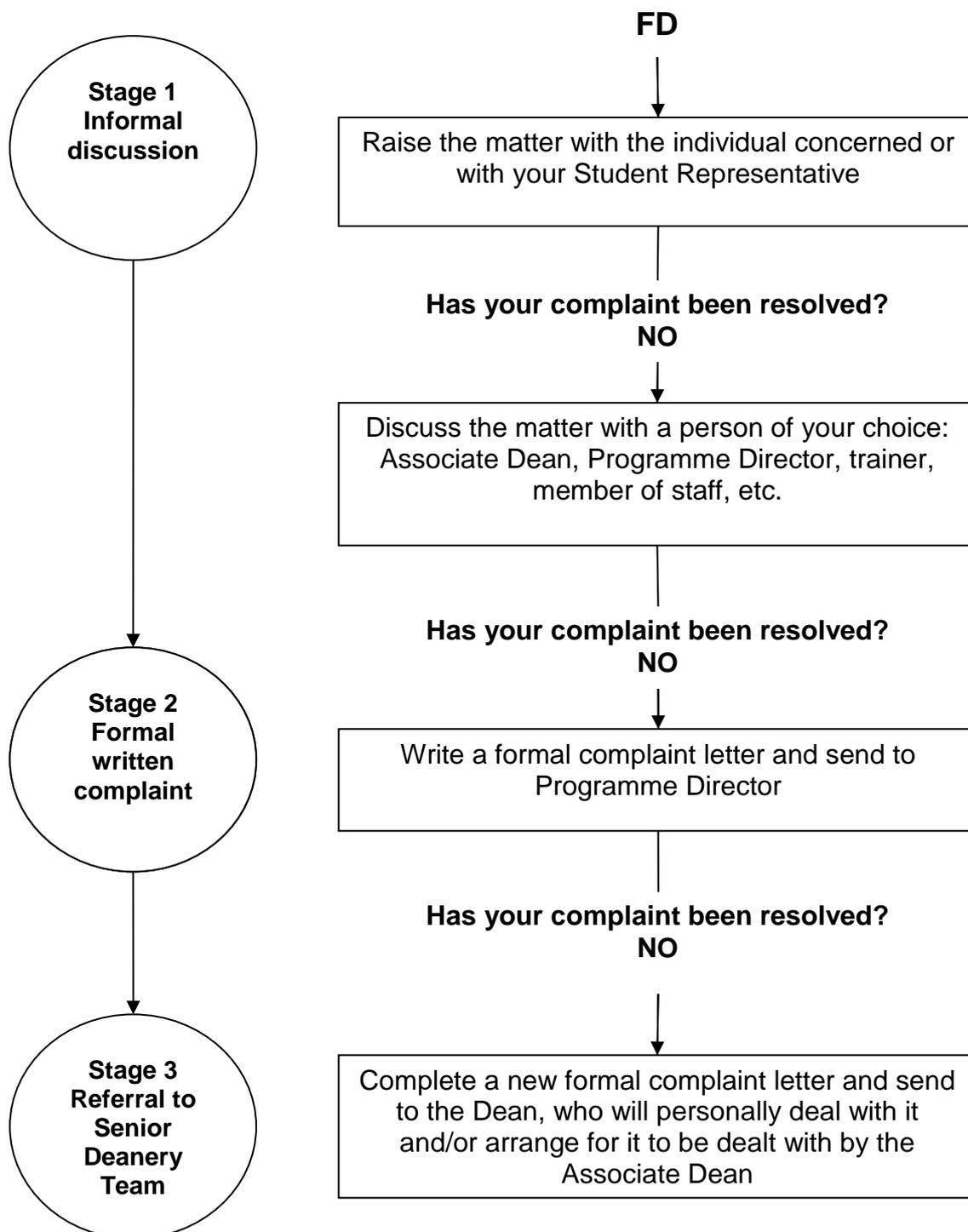
- all documents submitted relating to the complaint
- dates and notes of meetings held with all parties during the investigation of the complaint, including any actions to be taken.

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If the complaint has not been satisfactorily answered, then the FD may complain directly to the Dean, who will arrange for an independent internal review to be carried out by other senior HEKSS staff.

A summary of the complaints process can be found on next page:

Complaint Procedure Flowchart



Note: FDs should not confuse the Complaints Procedure with the Mitigation Procedure. FDs may not complain about a Mitigation submission that is rejected – they must use the Appeal process on page 46.

3.8. DATA PROTECTION

HEKSS collects and processes information about FDs for various teaching, research and administrative purposes. All such activity is governed by the Data Protection Act 1998 and FDs are entitled to have access to the records held about them to ensure accuracy and fairness.

Purposes for which information is held include:

- general course administration requiring personal and academic details
- management of academic processes such as academic audits, plagiarism detection, examination boards and award of diplomas
- the provision of advice and support to FDs
- internal research, including monitoring quality and performance
- current or potential providers of education to Deanery FDs
- professional, regulatory and statutory bodies.

The Postgraduate Dental Department allows employees and agents of the Postgraduate Dental Department to access data on a strictly need-to-know basis. Educational Supervisor and FD information is disclosed to a variety of third parties or their agents, notably relevant government departments to whom the Postgraduate Dental Department has a statutory obligation to release information – including, but not exclusively, the Higher Education Statistics Agency (HESA) and the Department for Innovation, Universities and Skills (DIUS) and the UK Border Agency. Full details about their use of personal information may be found at:

<http://www.hesa.ac.uk/index.php/content/view/141/171>

<https://www.gov.uk/government/organisations/department-for-innovation-universities-and-skills>

<https://www.gov.uk/government/organisations/uk-border-agency>

The accuracy of personal information provided by FDs may also be checked by the Postgraduate Dental Department against relevant external sources.

HEKSS undertakes to maintain Educational Supervisor and FD data in secure conditions, and to process and disclose data only within the terms of its Data Protection notification. The details above indicate the nature of this notification but are not exhaustive.

Please note that it is the FDs' responsibility to notify HEKSS of any alterations in their details, such as change of address, personal details, mentor's details and so on.

3.9. TRAVEL & SUBSISTENCE REIMBURSEMENT FOR FDs

Use FP84 T&S Forms available from the Education Centre Office or Programme Director.

These are only for claims for travel or subsistence for study days organised by HEKSS as part of the Dental Foundation Training programme. You cannot claim for any other course fees. The rates of reimbursement are as follows. You may claim:-

Travelling Expenses - public transport fares should be the cheapest available, i.e. second class rail fares and economy returns where possible. Taxi fares are not normally reimbursable, unless car sharing makes this cheaper than several individuals taking public transport, which would require the names of all individuals to be given on the claim and details of the public transport fare; in exceptional circumstances where walking or public transport is not possible due to location or a medical reason, prior approval to take a taxi must be sought from NHS England - South (South East) via england.southeastdental@nhs.net Car parking can be claimed, but you must attach the ticket or receipt to your claim. Travel expenses should be claimed for the actual journey you do and only to and from your weekday accommodation. Travel to another location e.g. family home will not be paid. Thus, if you choose to travel further than necessary before or after a study day, e.g. for social reasons, then you cannot expect reimbursement of this. Also claims (in full or part) of the cost of a season ticket will not be paid where this also covers travel to and from your training practice.

Mileage Allowance - at 24p per mile, for travel by car. An extra 5p per mile is payable to the claimant if another eligible dentist is taken in the same vehicle. The passenger's performer list number must be entered in part 3.

Night Subsistence – this is unlikely to arise, as the overnight costs of all residential courses will be paid centrally by HEKSS. If there is some exceptional reason why overnight subsistence is needed for any other DFT study day this is payable only with the prior agreement of the Programme Director. To claim this allowance, a receipt must be attached to your claim form.

Day Subsistence - Lunch (small meal) allowance - £5 maximum. To claim this you must have been absent from the practice for **more than** 5 hours. You must also have been absent between 12.00 & 14.00 hours. NHS England South (South East) will require a receipt for this.

Evening meal allowance - £15 maximum. To claim this you must have been away from your practice for **more than** 10 hours and after 19.00 hours. NHS England South (South East) will require a receipt for this. This is unlikely to arise as study days will usually finish by 17.00 which would allow FDs to return to their usual weekday accommodation by 19.00.

24 Hours meal allowance - if you are away for **more than** 24 hours, you can claim £20 maximum meals allowance for each 24 hours. You can claim lunch or evening meal in addition, for additional periods away (over 24 hours), but the above criteria would need to apply, e.g. an additional 5 or 10 hours away. Receipts will be required. However, it should be noted that this allowance will not be payable for residential courses when meals are provided.

Address and telephone

FP84 T & S claim forms, once completed and signed should be posted to:

The Dental Contracts Department, NHS England South (South East),
Wharf House, Medway Wharf Road, Tonbridge TN9 1RE. Tel: Switchboard 01732 375200

Claim forms must be received by NHS England no more than THREE MONTHS after the event. Keep a copy as a record of CPD as well as a record of how much you have claimed.

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www.hee.nhs.uk

FD T & S reimbursements are added to the practice NHS schedule. Practices will add the reimbursement to FDs salary payments as a non-taxed addition.

Any queries regarding Travel and Subsistence Claims should be sent to england.southeastdental@nhs.net

DO NOT SEND T & S REIMBURSEMENT CLAIMS TO HEKSS

4.0. YOUR SALARY

As Foundation Dentists are employees of their Educational Supervisors, they must have Tax, National Insurance and any student loan repayments deducted.

1. **Tax** - otherwise known as PAYE (pay as you earn)
 - (i) If you have been employed in this tax year (after 6 April) you should have been given a P45 by your previous employer, when you left, that shows the tax you have paid and your tax code. You should pass this to your Educational Supervisor.
 - (ii) If you have not been employed this tax year, your employer will just need to know, your date of birth, gender, full address and start date to decide the tax code to use. More information can be found at <https://www.gov.uk/new-employee/overview>

If an emergency code is used (which usually ends with M1 +/- W1) you may pay too much tax.

If your employer correctly decides a tax code - which will probably be 1100L ((from 6th April, 2016) - you will be entitled to earn approximately £916.67 per month from 6 April 2016, tax-free. Thus, if you have not worked this tax year, and are paid for your first time in September, you will pay virtually no tax for the first month. The tax rates for 2016-2017 are - Basic rate 20% up to £33,000 of income, which is the band the FDs will be in.

If you start work and are paid, without a tax code, then later receive a correct coding, the tax relief will apply and your next pay cheque will be much higher (i.e. a tax refund will apply). This is not the case if your employer used 1100L as your tax code.

2. **National Insurance** - your Educational Supervisor will need your National Insurance number. If you do not have one, see, <http://www.hmrc.gov.uk/ni/intro/number.htm> You will pay Class 1 National Insurance contributions at not contracted-out rates (if you are in the NHS superannuation scheme) so this is charged at 12% for earnings over £155 per week.
3. **Superannuation** - contributions towards your NHS pension will be deducted (9.3%). This is the only deduction you can opt out of, but do not without professional advice. The NHS will also contribute 14.3% to the fund on your behalf. If you opt out, you will lose this as well as the death in service benefit.
4. **Student Loan** – If you finished your university course in the Summer, you will start repaying any student loan in April of the following year.

Payslips - You should receive an itemised payslip showing all deductions every month.

If you have any queries about your pay and entitlements, please take this up with your Educational Supervisor or practice payroll manager in the first instance. After this ask your programme director.

For information on tax codes <https://www.gov.uk/tax-codes/overview>

4. 01. Salary and Deductions Advice

The first person to ask about any earnings related query is your employer or their payroll manager. Your Training Programme Director will talk to you about this on your first study day or, if you have an urgent query, please email them. A copy of any payslip issued is useful when dealing with queries.

If we are unable to help resolve your query, you are free to contact any of the Government help lines. We have an agreement with Humphrey and Co., Chartered Accountants, to provide free advice (should we not be able to help you). You can contact them on 01323 730631 or by email on info@humph.co.uk. Please mention that you are a FD with HEKSS.

All Schemes will have a session towards the end of the academic year when Humphrey & Co. will attend to advise on accounting, especially in relation to requirements for the self-employed.

4.1. FOUNDATION TRAINING PAYMENTS

Foundation Training in the NHS Primary Care Dental Services From 1st April 2016

Disclaimer

This document is provided as a reference for the Dental Department at HEKSS. The figures included in the document are extracted from the 'Statement of Financial Entitlement' (SFE) produced by the Department of Health. National Insurance and Superannuation contributions are estimates given for guidance only and employers should check schedule and NI tables. Employers are responsible for managing PAYE deductions.

The Foundation Dentist's salary has a 1% uplift from 1 April 2016. The trainer grant has increased by 1.4% and service costs remain the same as in 2013/14 (no increase 2014 or 2015 or 2016).

FD SALARY

£ 2,587.00 per month from 1 April 2016
£31,044.00 per year from 1 April 2016

TRAINER GRANT

£ 777.00 per month from 1 April 2016
£9,324.00 per year from 1 April 2016

SERVICE COSTS

£ 5,347.02 per month from 1 April 2016
£64,164.24 per year from 1 April 2016

ERNIC EMPLOYERS NATIONAL INSURANCE COSTS

£ 264.41 per month from 1 April 2016
£3,172.92 per year from 1 April 2016

FD salary ~ monthly estimates

FD's gross pay	Superannuation Deduction (9.3%)	Net pay for Income tax	National Insurance Employee's Contribution Contracted-out (CA39) Table D (based on gross pay)
£2587.00	£240.59	£2322.83	£230.40

(with thanks to Peter Cranfield of Health Education England working across the East of England)

4.2. NHS ENGLAND SOUTH (South East) DENTAL CONTRACTS ADMINISTRATION

Practices will have been contacted with details of who their dental leads are and the provider/practice should contact them in the first instance for any contractual queries. All claims for travel and subsistence accompanied by receipts should be posted to the Kent office regardless of who the contract lead is:

The Dental Team, NHS England - South (South East), Wharf House, Medway Wharf Road, Tonbridge, TN9 1RE

Contact details for the Dental Team are below, if in doubt who the Contract Leads for your practice, please use the general dental inbox at england.southeastdental@nhs.net

Annie Godden, Senior Contracts Manager (Dental) for NHS England South (South East)
Email: anniegodden@nhs.net

Dan Coleman - dcoleman1@nhs.net
Gisela Cox - gisela.cox@nhs.net
Alison Cross - alisoncross@nhs.net
Annie Godden - anniegodden@nhs.net
Jill Graham - alisongraham4@nhs.net
Mark Kerr - markkerr@nhs.net
Jo Lee - joseph.lee2@nhs.net
Alan Lewis - alan.lewis2@nhs.net
Colbert Ncube - c.ncube@nhs.net
Mark Ridgeway - mark.ridgeway@nhs.net
Cherie Young - cherie.young@nhs.net

Kent & Medway

The Dental Contracts Department, NHS England South (South East), Wharf House, Medway Wharf Road, Tonbridge TN9 1RE.

Tel: Switchboard 01732 375200

Surrey and Sussex

The Dental Contracts Department, NHS England South (South East), 36 – 38, Friars Walk, Lewes BN7 2PB

Tel: Switchboard 01273 485300
