**Dental Core Training Review of Competence Progression**

Overview

Dental Core Trainees will be subject to two formal reviews during their training year; an Interim Review of Competence Progression (IRCP) at six months and a Final Review of Competence Progression (FRCP) at ten months.

An outcome will be awarded to the trainees at each review:

|  |  |
| --- | --- |
| **Outcome** | **Description** |
| 1 | Predefined competencies successfully demonstrated |
| 2 | Development required with specific recommendations regarding the development of further competencies during the remainder of that year of the training programme being made. |
| 5 | Incomplete evidence provided |

At the **end** of each year Dental Core Trainees will receive a Certificate of Achievement which is formal acknowledgement of the trainee's attainments during their training. The certificate will list the specified outcomes that have been met and define the areas of development for outcomes that were specified in the learning agreement but not yet acquired during this year of training.

[TURAS](https://dashboard.turasdigital.com/) is the ePortfolio platform used for DCTs and the RCPs outcome forms are completed on this system.

Full guidance is [available here.](file:///Q:\Programme%20Management\Programme%20Support\Schools\Dentistry\ARCPs\CORE\Guidance)

**Panel Constitution**

**IRCP**

Interim RCP Panels will have a local composition and should consist of the Training Programme Director (TPD) and one of the following two panel members:

* Senior clinical trainer from the same Deanery/ HEE local team
* Educational Supervisor from the trainee’s programme in attendance where practical

**Final RCP**

Final RCP Panels should have an element of some externality and should consist of at least three of the following panel members:

* Associate Postgraduate Dental Dean
* HEE local team/Deanery Training Programme Director (TPD) (or equivalent) for DCT
* Senior clinical trainer from the same Deanery/HEE local team
* TPD/Lead for DCT or equivalent from another HEE local team/Deanery
* Lay representative member
* Educational Supervisor from the trainee’s programme in attendance where practical

**Documentation**

The following evidence is expected for a trainee to provide and must be present on the Turas Portfolio at the time of the RCP Process.

**IRCP**

* Educational portfolio
* Educational agreement
* Structured Educational Supervisor report – initial and mid term

Clinical Supervisor report from external placements included

* Clinical activity log – the use of e-portfolio is acceptable
* Evidence of quality improvement/audit activity
* Evidence of completed at least 15 SLEs

At least 6 DOPS/at least 2 CEX/at least 2 CBDs

* SLE links to curriculum
* Evidence of any teaching (and research) involvement
* SMART Personal Development Plan (PDP) and progress against it
* Continuing Professional Development (CPD) log with reflections and development outcome domains akin to that required by GDC
* All Mandatory regional study day CPD certificates – summary uploaded from Maxcourse
* Multisource feedback

**FRCP**

* Educational portfolio
* Educational agreement
* Structured Educational Supervisor report – initial, interim and final

Clinical Supervisor report from external placements included

* Clinical activity log – the use of e-portfolio is acceptable
* Evidence of quality improvement/audit activity - completion of full cycle
* Evidence of completed at least 24 SLEs

At least 8 DOPS/ at least 4 CEX/ at least 4 CBDs

At least 1 SLE – Developing the Clinical Teacher

* SLE links to curriculum
* Evidence of any teaching (and research) involvement
* SMART Personal Development Plan (PDP) and progress against it
* Continuing Professional Development (CPD) log with reflections and development outcome domains akin to that required by GDC
* All Mandatory Regional Study Day CPD certificates – summary uploaded from Maxcourse
* Multisource feedback – second MSF to be completed if first highlights concerns
* Patient satisfaction survey

**Curriculum Coverage**

* There are 18 mandatory learning outcomes; five in Professional Behaviour, three each in Communication and Clinical Safety, and seven in Clinical Care
* Trainees are expected to link a minimum of 2 pieces of evidence to each learning outcome
* It is expected at least 6 specialty specific learning outcomes are included

**IRCP**

**Programme Support Roles and Responsibilities**

**Before the IRCP**

* Confirm date for desktop review with Training Programme Director
* Create IRCP Panel on TURAS
* Send [proforma](file:///C:\Users\Hannah.Glew\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\V0KBXCQI\IRCP%20Proforma.docx) (appendix 1) to Training Programme Director for completion on date of review

**Day of / after IRCP**

* Check inbox for proforma from Training Programme Director
* Create IRCP Forms for trainees on TURAS
* Confirm the forms have been created on TURAS to Training Programme Director
* Outcome letters sent to trainees within 5 working days

**Training Programme Director Roles and Responsibilities**

**Before the IRCP**

* Ensure all ESs have access to their trainee’s Turas portfolio
* Ensure all ESs and DCTs are aware of RCP competencies required above.
* Confirm date for desktop review with Dental Support

**Day of / after IRCP**

* Complete proforma for each trainee and forward to Dental Support, by first Wednesday in March
* Once Dental Support has confirmed forms are created, login to TURAS and **‘Acknowledge’ outcomes to allow visibility to the DCT**
* Re-review any outcome 5s and resubmit the proforma to [dentalsupport.yh@hee.nhs.uk](mailto:dentalsuppor.yh@hee.nhs.uk) within two weeks of outcome 5 being awarded.
* Meet with any trainees awarded an outcome 2 to plan support for their development

**FRCP**

**Programme Support Roles and Responsibilities**

**Before the FRCP**

* Agree date with Associate Postgraduate Dental Dean and Training Programme Directors
* Book rooms and equipment
* Organise catering
* Arrange External and Lay representatives
* Notify trainees of FRCP date and send Trainee Checklist (appendix 2)
* Update the website with the date
* Create FRCP panel date for trainees (“How To” guide [available here](file:///Q:\Programme%20Management\Programme%20Support\Schools\Dentistry\ARCPs\CORE\Guidance\DCT%20RCP%20guide.pdf))
* Send Training Programme Director [DCT FRCP Evidence spreadsheet](file:///C:\Users\Hannah.Glew\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\V0KBXCQI\DCT%20FRCP%20Evidence.xlsx) (appendix 3) for completion and return two weeks prior to FRCP.

**After the FRCP**

* Outcome letters sent to trainees within 5 working days. Outcome 5s given 10 working days to upload missing evidence.
* Confirm a face to face interview with trainees that are identified as Outcome 2’s, set at 3 weeks after FRCP.
* Attend face-to face interviews to take notes.
* Arrange reviews/appeals, if necessary.

**Training Programme Director Roles and Responsibilities**

**Before the FRCP**

* Notify DCTs of FRCP Evidence deadline and that they to collate and upload information.
* Notify Educational Supervisors of DCT FRCP Evidence deadline and collate information.
* Complete DCT Evidence Spreadsheet by deadline (two weeks prior to FRCP Panel)

**Day of / after FRCP**

* For Outcome 2s and 5s, plan to meet DCTs to identify and put in place further support.

**Associate Dean** **Roles and Responsibilities**

**Before the FRCP**

* Confirm a date for FRCP and face-to-face meeting
* Assist Dental Support in securing an External Representative

**Day of / after FRCP**

* Attend FRCP
* Review all evidence spreadsheets submitted by TPDs and all trainee’s portfolios to reach a decision on FRCP outcome
* Complete FRCP outcome form on Turas. **Must acknowledge outcome**, to make it visible to trainees.
* Notify Dental Support once all outcomes are released
* Arrange to re-review outcome 5s, after two weeks
* Attend face-to-face interviews

**Trainee Responsibilities**

**First Day of DCT Post**

* Log in to Turas and check placement details
* Become familiar with RCP process and evidence requirements

**Before the IRCP**

* Be aware of evidence requirements and deadline for uploading this for consideration at IRCP
* Upload all evidence to Turas by IRCP deadline

**Day of / after IRCP**

* Review and sign RCP outcome form
* Make a plan to address any areas highlighted (if required)

**Before the FRCP**

* Be aware of evidence requirements and deadline for uploading this for consideration at FRCP
* Be aware of possible outcomes that may be awarded at FRCP and the **implications on future training posts**
* Upload all evidence to Turas by FRCP deadline

**Day of / after FRCP**

* Review and sign RCP outcome form
* If awarded an outcome 5, upload all outstanding evidence within two weeks
* If awarded an outcome 2, attend a meeting with the Associate Dean

**Last Day of DCT Post**

* Download RCP certificate from Turas

Appendix 1

**IRCP Proforma**

**Date**

|  |  |
| --- | --- |
| TPD Name |  |
| Additional Panel Member Name |  |
| Trainee Name |  |
| Evidence considered (please tick as appropriate) | * Educational Supervisor Structured Report * Clinical Supervisor report from external placements * SLE Forms * PDP * CPD log * Study day log * Audit Activity * Clinical Activity Log * Teaching/Research * MSF |
| Proposed outcome |  |
| If outcome 5 is proposed, then please state the review date |  |
| Reasons for outcome |  |
| Mitigating circumstances |  |
| Competencies which need to be developed |  |
| Recommended actions |  |

Appendix 2

DCT RCP - Checklist for Trainees

To be awarded an IRCP outcome 1, there be must be evidence on your Turas account by the ***21 February 2020*** of:

|  |  |
| --- | --- |
| **Requirement** | **Achieved** |
| A **minimum** of 15 Supervised Learning Event entries   * at least 6 DOPS * at least 2 CEX * at least 2 CBDs |  |
| SLEs must be linked to the curriculum |  |
| Involvement in teaching  Involvement in research (not mandatory) |  |
| An Educational Agreement |  |
| A Logbook of Clinical Activity |  |
| Involvement in Clinical Governance or Quality Improvement Project |  |
| Progress Against Targets in PDP, which must be SMART - <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd>  *PDP templates are available at the link above* |  |
| Attendance at Mandatory Study Days  *Summary can be downloaded from Maxcourse and should be uploaded to achievements section* |  |
| Log of CPD, as required to be a GDC registrant with reflections and development outcome domains akin to that required by GDC: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd>*Activity log templates are available at the link above* |  |
| Completed MSF, which does not highlight any concerns. |  |
| An initial and an interim Educational Supervisors meeting |  |
| Clinical Supervisor report from external placements to be uploaded to the 'Achievements' section of Turas |  |

To be awarded an FRCP outcome 1, there be must be evidence on your Turas account by the ***22 June 2020*** of:

|  |  |
| --- | --- |
| **Requirement** | **Achieved** |
| A **minimum** of 24 Supervised Learning Event entries   * at least 8 DOPS * at least 4 CEX * at least 4 CBDs * At least 1 SLE – Developing the Clinical Teacher |  |
| SLEs must be linked to the curriculum |  |
| Involvement in teaching  Involvement in research (not mandatory) |  |
| An Educational Agreement |  |
| A Logbook of Clinical Activity |  |
| A Clinical Governance or Quality Improvement Project |  |
| Progress Against Targets in PDP, which must be SMART - <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd>  *PDP templates are available at the link above* |  |
| Attendance at Mandatory Study Days  *Summary can be downloaded from Maxcourse and should be uploaded to achievements section* |  |
| Log of CPD, as required to be a GDC registrant with reflections and development outcome domains akin to that required by GDC: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd>  *Activity log templates are available at the link above* |  |
| Completed MSF, which does not highlight any concerns.  If MSF does highlight concerns, a second MSF must be completed. To be able to create a second MSF, please contact [dentaslsupport.yh@hee.nhs.uk](mailto:dentaslsupport.yh@hee.nhs.uk) |  |
| A Verified Summary of Satisfactory Patient Feedback |  |
| An initial, an interim and a final Educational Supervisors meeting.  A completed Educational Supervisor’s Report that does not highlight concerns |  |
| Clinical Supervisor report from external placements to be uploaded to the 'Achievements' section of Turas |  |

Appendix 3

HEEYH DCT FRCP Patient Feedback Proforma

Please find below the trainee patient feedback form.

This has been developed using the Res360 that is a standard used by most Trusts.

It is intentionally quite general so as to meet all specialties but it is professionalism and communication skills and capabilities that we are looking at.

**The Faculty have agreed a process:**

1. The trainee places their name on the form provided and prints out 30 (double-sided if possible). Self-seal envelopes with the name of the Educational Supervisor(ES) go with the forms.

2. Forms with envelopes are handed out to 30 consecutive patients (by the trainee/clinic nurse) to complete and hand in to the Receptionist.

3. Receptionist collects and forwards/internal posts on to the ES.

4. ES initials and numbers them consecutively. A minimum of 20 responses is required for validation. ES hands them to the trainee to collate and tabulate the response including comments. ES can then discuss the outcome with the trainee at a routine meeting and validate. Any development needs can then be identified for PDP.

5. Trainee uploads tabulated and validated responses to Portfolio.

Name of Clinician:

It would help us greatly to know what you think of the service you received today.

Please tick the box appropriate to your response and hand in to Reception in the envelope provided.

1. Did I or my colleagues provide appropriate treatment for you when you required it?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at | Not enough | Sometimes | Most of the time | All of the time |

1. Did I listen carefully to you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Did I treat you politely with respect and dignity?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Did I keep your personal information confidential?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Did I explain your condition & treatment to you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Did you feel enough at ease to raise all the concerns you might have?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Did I assess your condition, treatment & personal needs?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Do you have trust and confidence in what I have said and done for you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Were you involved in deciding what was in your care plan including your treatment?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |

1. Overall, were you satisfied with the service you received from me?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not at all | Not enough | Sometimes | Most of the time | All of the time |