

Dental Foundation Training/Dental Therapist Foundation Training Practices and Educational Supervisor Approval and Reapproval

Standard Operating Procedure

Yorkshire and Humber Deanery

Workforce Training and Education, North East and Yorkshire, NHS England

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Reapproval			
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Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.

1. Purpose of the Guidance

The purpose of the SOP is to provide the process and framework for the approval and reapproval of both Training Practices and Educational Supervisors (ESs) within Dental Foundation Training (DFT) and Dental Therapist Foundation Training (DTFT) within Yorkshire and the Humber.

1.1 Scope

This SOP applies to the management of all Training Practices and Educational Supervisors (ESs) within Dental Foundation Training (DFT), Joint Dental Foundation and Core Training (JDFCT) and Dental Therapist Foundation Training (DTFT) within Yorkshire and the Humber.

COPDEND may further develop Dental Foundation Training specific guidance in accordance with GDC and COPDEND standards.

1.2 Roles and Responsibilities

Postgraduate Dental Dean

The Postgraduate Dental Dean is responsible for the approval and quality management of all Dental Training Practices and Educational Supervisors.

Dental Foundation Training programmes/posts should conform to training standards equivalent to those set by the GDC and The Committee of Postgraduate Dental Deans and Directors (COPDEND) which require successful FDs to have met the learning outcomes stated in the curriculum.

Associate Dental Dean

The Associate Dental Dean is responsible for:

- Setting the timeline for applications
- Engagement with non-training practices to encourage them to consider becoming a training practice
- Chairing the Approval Panel
- Allocating the training practices based on the geographical spread of the practices and the number of posts required in each area

Training Programme Director

The Training Programme Directors (TPDs) are responsible for:

- Conducting a practice visit for new training practices
- Conducting an appraisal for all existing Educational Supervisors

- Conducting an appraisal for any new Educational Supervisors applying at an existing training practice
- Forming part of the Approval Panel

YH School of Dentistry Administrative Team

The YH School of Dentistry Administrative Team are responsible for:

- Communicating the timeline for applications
- Administering the applications
- Arranging the practice visits and new ES approvals
- Arranging the practice visits for existing training locations as part of 5-year reapproval process
- Maintaining a list of all training practices and highlighting when they are due a reapproval practice visit
- Communicating the outcome of the approval panel to all applicants
- Communicating the details of Foundation Dentists appointed at each training practice
- Liaising with NHSBSA to set up the payments to training practices and Educational Supervisors

Educational Supervisor Applicants

The applicants are responsible for:

- Engaging with the application process
- Notifying the Associate Dental Dean and YH School of Dentistry Administrative Team if there are any changes to their circumstances or those of the training practice or if they wish to withdraw their application.

2. Overview

All dentists wishing to work in primary dental care within the NHS must undertake DFT before they can be accepted on to the NHS Dental Performers List in England. Any UK citizen with a UK dental qualification must be able to show possession of a VT/DFT certificate or experience equivalent to one year of DFT to gain full acceptance to the Performers List.

The National Health Service (Performers Lists) Amendment Regulations 2013 came into effect on 1st April 2013 and redefined the concepts of what until then had been Vocational Training. The term Vocational Training has been replaced with Dental Foundation Training and this applies to a period of one year in primary dental care. COPDEND has since confirmed that what was previously regarded as a second Foundation year has been redefined as Dental Core Training.

DFT is a one-year programme and is designed to provide a broad experience to develop the skills of the new dentist in the provision of NHS primary dental care. The DFT year starts annually on 1st September and ends on 31st August.



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JDFCT is a two-year programme and is designed to provide a broad experience to develop the skills of the new dentist in both the provision of NHS primary dental care and supporting the development of relevant skills and experience in NHS secondary care, equivalent to the first year of Dental Core Training (DCT). The JDFCT year starts annually on the 1st September and ends after 24 months on the 31st August.

In England, NHS primary care dental services are currently the responsibility of NHS England and not only do they have a responsibility to ensure that dental services are available for all, they also have to ensure that local needs are addressed, not only now, but in the future.

The role of the DFT/JDFCT ES is central to the education and training of the Foundation Dentist (FD). The DFT/JDFCT ES is approved to train and support the FD to enable them to provide excellent care to the NHS patient.

The DTFT ES provides supervision, support and education to the Foundation Therapist (FT). The FT should gain experience in the full range of clinical activities appropriate to their scope of practice. The FT is employed by the Training Practice for three days per week in relation to DTFT.

3. Application Process for Training Practices

3.1 New Training Practices

Any practice wishing to become a Dental Foundation Training practice within YH must complete an application form during the application window. The application window opens at the start of January each year for one month.

Applications are made by completing an online form. The YH School of Dentistry Administrative Team will keep a list of any new practices that express an interest throughout the training year and notify them when the application window opens.

A Practice Visit will be arranged by the YH School of Dentistry Administrative Team. Two members of the NHS England School of Dentistry Team will visit the practice and speak with members of the team, including the Practice Manager and proposed Educational Supervisor. This will last approximately three hours.

The Practice Visit will appraise the:

- Practice equipment
- Clinical standards
- Professional standards
- Communication skills
- Leadership and Management skills
- Infection Control
- Health and Safety
- Radiography
- Medical Emergencies

- Patient Care
- Staff Management and Development
- Clinical Governance
- Foundation Dentist's Surgery

3.2 Reapproval of Existing Training Practices

Practices that continue within Dental Foundation Training will be subject to a reapproval practice visit every five years. This is to ensure maintenance of equipment and standards and to review the learning environment.

The YH School of Dentistry Administrative Team will notify the practice when they are due a reapproval visit and will identify a suitable date for this to take place. This will last approximately two and a half hours.

3.3 Changes to the Training Practice

The Practice Manager, Practice Owner or Educational Supervisor must notify the Associate Dental Dean and YH School of Dentistry Administrative Team if one of the following changes occurs at any time during the application process or training year:

- Change of practice ownership without a change of Educational Supervisor
- Change of named Supervisor
- Changes to an FD's surgery
- Relocation of an FD to different premises
- Changes as a result of unplanned circumstances (such as ill health, force majeure or maternity leave) including change of existing Educational Supervisor or Educational Supervisor arrangement.
- Changes where the Educational Supervisor (s) or training practice could not continue to provide appropriate training in the long term (longer than one month)
- Where ES UDA's fall below the minimum requirements of 1000 UDAs/yr or go above the maximum of 8000 UDAs

Where a change of Educational Supervisor or Training practice is proposed, the YH School of Dentistry reserves the right to terminate the agreement and move the FD.

4. Application Process for Educational Supervisors

The application window opens at the start of January each year for one month.

Applications are made by completing an online form. The YH School of Dentistry Administrative Team will email all existing Educational Supervisors to notify them of the application window. They will also keep a list of any new Educational Supervisors that express an interest throughout the training year and notify them when the application window opens.

4.1 New Applicants

New applicants will have an ES Appraisal as part of their application process. If they are a new applicant as an existing training practice, this will be held virtually and will last approximately 90 minutes. If they are a new applicant at a new training practice, this will be held in person as part of the Practice Visit.

The YH School of Dentistry may also facilitate an anonymous review of clinical standards and feedback on anonymised clinical cases as part of the application process.

4.2 Existing Educational Supervisors

Existing applicants will have an annual ES Appraisal with their Training Programme Director, usually in November.

4.3 Joint Applicants

As part of the application form, applicants will be asked to detail if they are applying to be a sole or joint trainer.

Joint Trainers will receive a pro-rata amount of the Trainer Grant for a Foundation Dentist.

4.4 Educational Supervisor Changes

The Educational Supervisor must notify the Associate Dental Dean and YH School of Dentistry Administrative Team if one of the following changes occurs at any time during the application process or training year:

- Changes to employment with the training practice, including reduction in working hours
- Statutory leave including parental leave or long term sick leave
- Any change to their status on the GDC register or to their Performer Number or any potential ongoing investigations that may result in a change to their status on the GDC register or to their Performer Number
- It is a necessary requirement for Educational Supervisors to notify WTE NHSE as soon as possible, if they are arrested and to provide updates if they are charged with an offence. This is in addition to professional obligations to notify the GDC and NHS Professional standards.

5. Approval Process

An approval panel will meet to review the applications for both Educational Supervisors and training practices. The approval panel will consist of:

- The Associate Dental Dean
- A minimum of two Training Programme Directors
- A Lay Representative, who will be responsible for ensuring that a fair and consistent approach is adopted

The approval panel will review all documentation received regarding the applicants including:

- The application form
- Feedback from the recent approval or reapproval practice visit (where applicable)
- Feedback from the recent ES appraisal

The experience required for a Dental Foundation Training Educational Supervisor is:

- A minimum four years practice experience with full GDC registration in a general practice environment at the time of application. All dental specialisms which will enhance the Foundation Dentist experience will be considered (e.g. orthodontics, endodontics, minor oral surgery, domiciliary visits, sedation).
- Minimum of one year in current practice with a significant NHS commitment.
- Attendance at a 'So You Want to Be A Trainer' course or other regional equivalent which covers practice requirements and responsibilities of a trainer. This can be completed prior to, or during, the application process must have been completed before an FD is allocated to the ES.

The approval panel will confirm a status for each application; approved, conditionally approved or not approved.

Approved

ESs or training practices that are approved will be written to, to confirm their status. They will then be asked to confirm that it is still their intention to be an ES or training practice for the upcoming training year.

Being approved does not automatically guarantee that an FD or FT will be allocated to the training practice or ES.

Conditionally Approved

ESs or training practices that are conditionally approved will be written to, to confirm their status. Details of the required actions are given to the applicant with a time frame for completion. All identified actions must be completed before the FD starts in practice.

Conditional approval will be re-reviewed prior to the start of the training year.

All new Educational supervisors are required to attend a WTE NHSE facilitated training programme and complete as part of the requirement training to support the provision of feedback and completion of any workplace assessments.

All new Educational Supervisors are also required to complete the mandatory MIAD training, as set out in the YH Dental Educator Development Framework.

Not Approved



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ESs or training practices that are not approved will be written to, to confirm their status. They will be given a detailed description of why they have not been approved and, where appropriate, may be provided with support.

It is possible for an Educational Supervisor to be approved, but their practice not to be. In this circumstance, an FD or FT will not be allocated to the training practice for the upcoming training year.

It is possible for a training practice to be approved but their ES not to be. In this circumstance, an FD or FT will not be allocated to the training practice for the upcoming training year unless there is another approved ES at the training practice.

If approved, this approval status normally lasts for one year spanning 1st September to 31st August. If a training practice and ES are approved to accommodate Joint Dental Foundation and Core Trainees (JDFCTs) then approval will last for two years, in line with the longitudinal training programme.

6. Selection and Allocation Process

6.1 Dental Foundation Training

The number of training practices required will be dependent on the number of FDs appointed via National Recruitment in each training year and any current FDs that require an extension to their training year. This may be due to circumstances including, but not limited to, parental leave, long term sick leave, less than full time training or an RCP outcome 3.

The geographic location of all applicants will also need to be taken in to account as the posts offered in National Recruitment will be located in either Area 1 (mainly North and East Yorkshire), Area 2 (mainly West Yorkshire), Area 3 (mainly South Yorkshire) and the JDFCT scheme. The likelihood of being allocated an FD will be dependent on the number of applicants in that geographical area.

When allocations are being made, consideration will be given to priority distribution of training locations in line with any local workforce demands resulting from regional or national distribution guidance for training locations.

DFT training locations are preferenced in the following order:

- (i) Satisfactory appraisals for current/existing training locations and educational supervisors (single site FD)
- (ii) Satisfactory appraisals for current/existing training locations and educational supervisors (multi-site FD)
- (iii) Satisfactory practice visits and new educational supervisors' appraisal (single site FD)
- (iv) New multi-site trainee sites

If more than one application is made from a single practice this will be treated as a joint application. If a training practice confirms capacity for more than one FD, then additional criteria will be considered when deciding to allocate more than one FD:

- Experienced training location (normally at least 5 years of consecutive training being provided, with satisfactory feedback and appraisals)

- Experienced Educational Supervisor (normally at least 2 years of consecutive training, with satisfactory feedback and appraisals, where inexperienced ES's gain experience as joint educational supervisors)
- Location of proposed multi-site FD site supports capacity for additional trainee, in line with area capacity for schemes
- Appraisals of training locations and Educational Supervisors provide an assurance of the highest training and clinical standards, based on appraisals and trainee feedback
- Proposed training location for multi-trainees is in an area of highlighted by the school of dentistry and the relevant ICB as a priority for trainee placements and distribution of training locations.
- Enhanced experience of educational supervisors linked to further qualifications in education or clinical dentistry have been evidenced

Normally, we would expect an ES to be assigned to only one FD, however, exceptions may be made for experienced training practices and ESs. An experienced training practice would be defined as:

- training for a minimum of four years without breaks
- a proven and demonstrable commitment to training and education within the Yorkshire and Humber region
- consistent positive feedback from past FDs and TPDs

Training practices that are allocated more than one FD in their practice are not guaranteed multiple FDs in the next training year.

6.2 Dental Therapy Foundation Training

The number of training practices required will be dependent on the number of applicants for DTFT in each training year. Recruitment is held locally and both training practices and FT applicants will be invited to attend a matching event.

Training practices will be able to identify a preference for candidates that they wish to employ alongside applicants preferencing which practices they would like to work at.

7. Notification of Foundation Dentist/Foundation Therapist

Dental Foundation Training

Training practices and ESs will be notified in writing from the YH School of Dentistry Administrative Team if they have been allocated a Foundation Dentist, once the details of the new starters are received from National Recruitment. This will normally be confirmed by the first week in July.

They will receive the name and email address of their FD so that they can make contact.

The need for additional capacity may be identified towards the end of July, once the Final Review of Competence Progression is held for the current Foundation Dentist cohort. FD's that are awarded an Outcome 3 will require a placement where they can complete their additional training time. The Associate Dean and the YH School of Dentistry Administrative Team will make contact with a training practice and ES to confirm if they have capacity to accommodate an FD, if required.

Dental Therapy Foundation Training

Training practices and ESs will be notified in writing from the YH School of Dentistry Administrative Team, if they have been allocated a Foundation Therapist, following the matching event.

They will receive the name and email address of their FD so that they can make contact and commence pre-employment checks.

8. Equality Impact Assessment (EIA)

English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.

9. References

Appendix 1

Flowchart of Approval Process

