

# Dental Therapy Foundation Training in Yorkshire and the Humber

Applicant Handbook 2021-2022



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## Key contacts and useful web links

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 Health Education England, Yorkshire and the Humber  
<https://www.yorksandhumberdeanery.nhs.uk>

 Dental Therapy Foundation Training in Yorkshire and the Humber  
[https://www.yorksandhumberdeanery.nhs.uk/dentistry/programme/dental\\_therapy\\_foundation\\_training](https://www.yorksandhumberdeanery.nhs.uk/dentistry/programme/dental_therapy_foundation_training)

 COPDEND DTFT Curriculum, 2015)  
[https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/dental\\_therapist\\_foundation\\_training\\_curriculum\\_2015.pdf](https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/dental_therapist_foundation_training_curriculum_2015.pdf)

 GDC Scope of Practice for Dental Therapists  
<https://www.gdc-uk.org/docs/default-source/scope-of-practice/scope-of-practice.pdf>

 Maxcourse Yorkshire & the Humber  
<https://www.maxcourse.co.uk/YHPD/guestCreateUser.asp>

 Yorkshire and Humber HEE Headquarters  
[http://www.yorksandhumberdeanery.nhs.uk/pgmde/our\\_offices/leeds/](http://www.yorksandhumberdeanery.nhs.uk/pgmde/our_offices/leeds/)

## Introduction

The Dental Therapy Foundation Training scheme has been created to equip newly qualified dental therapists with the necessary training and education to build confidence in their clinical skills. The scheme aims to emphasise the importance of critical thinking and evidence-based practice; whilst promoting successful team working in a general dental practice environment.

The scheme runs for one academic year, September to August, and will typically deliver:

- 15 days of formal education mapped to the curriculum (COPDEND DTFT Curriculum, 2015)
- 3 days of supported clinical practice in a primary care setting each week
- Tutorials and case-based discussions periodically throughout the year
- Work-based assessments to provide structured formative training
- Certificate of completion

DTFT

## **Obligations of the Dental Therapy Foundation trainee**

As a Dental Therapy Foundation Trainee, you will:

- work as an employee for the duration of the foundation training year under the terms of the agreed contract for three days a week. Further employment for additional days per week may be with the training practice or another site by separate agreement
- take up the training placement once accepted, enter into an agreed contract of employment with the educational supervisor and abide by the contract terms in all respects
- participate in an initial Personal Development Plan (PDP) interview to identify strengths and weaknesses and work with your educational supervisor to draw up a PDP
- work under the direction of the educational supervisor and seek advice on clinical and administrative matters where necessary
- immediately draw your educational supervisor's attention to any potential or encountered problems in practice that might affect the care and management of the patients and/or practice
- attend regular tutorials within normal practice hours; these are to last at least one hour and recorded in your e-portfolio
- diligently attend study days; avoiding annual leave that leads to absence from a planned course
- co-operate with the educational supervisor and the practice so that you make the most of the facilities and opportunities provided; particularly training opportunities
- work with the educational supervisor to ensure that your progress and professional development is assessed and monitored, using the e-portfolio and any other material provided for this purpose; and to ensure that the relevant documentation is kept up-to-date
- undertake any specified activities as part of the assessment process within Dental Therapy Foundation Training
- act as a full and committed member of the dental practice team; participating in practice meetings, following correct practice protocols and co-operating with practice staff in all respects

## Frequently asked questions

### What is special about Dental Therapy Foundation Training?

Dental Therapy Foundation Training is an excellent opportunity for you to develop your undergraduate skills and become confident in clinical dentistry. As you transition from graduate into the world of work, Dental Therapy Foundation Training gives you the time, encouragement and guidance to succeed in your career as a Dental Care Professional.

Being a Foundation Therapist gives you the advantage of being supported by a dental team in practice and mentored by experienced clinicians. Your learning will be targeted towards your own clinical needs and personal development goals.

You will be part of a training cohort and your peers will give you a strong social support network. They will be there to help you through the more difficult days in practice. This support has been invaluable for previous cohorts.

Taking part in the training scheme gives you job and financial security throughout your first year in practice. The salary will cover your working days in practice, training and any study days that fall within your practice hours. This assured income allows you to manage patients free from financial pressures, in contrast to payment for work carried out. On top of this, you have the flexibility to seek additional work on your other available days in the week.

Dental Therapists that have completed Foundation Training have found it extremely useful and would recommend it to all newly qualified dental therapists. This scheme will not only offer unrivalled support in your first year after graduation, but provide the flexibility to explore other opportunities within dentistry.

### Where will I work?

You will work at an NHS practice that has been approved for training by Health Education England. The practices can be anywhere across the Yorkshire and Humber region and these locations can change each year depending on the applications we receive.

In the 2020/21 scheme our training practice locations were in Bradford, Sheffield, Rotherham, Worksop, Dewsbury, Huddersfield, Richmond and Moortown.

The Yorkshire & Humber team will not be involved in your recruitment to these training practices. Our role, in this initial stage, will be to quality assure each application and shortlist these for interview.

### **What should I expect on my clinical working days?**

You will be required to work three days a week in your training practice. On these days you should expect to treat patients across your full range of skills outlined in your 'GDC Scope of Practice'.

At quieter times you should fully immerse yourself into the practice environment, taking opportunities to learn from the entire dental team.

### **What days will I work?**

Your clinical days will be determined and agreed by yourself and the training practice.

### **What is the salary?**

This is an employed position, as such the salary is currently\* based on the NHS Agenda for Change salary scale band 6.23.

**\*This salary scale may differ upon/after application.**

### **Will I be entitled to annual leave?**

You will be entitled to 28 days holiday, including bank holidays, with full pay during the training year. This is pro-rata to the number of days you work in practice. Annual leave shall be taken at the times agreed between the partners. The Dental Foundation Therapist shall not take more than 4 days annual leave within the first 8 weeks of the training year or take holidays on study days without written approval, in advance, of the associate Dean/Regional Foundation Training Advisor and Post-Graduate Dental Dean/Director.

### **What courses will I attend?**

The educational programme for the scheme consists of approximately 15 study days throughout the year. These are held periodically and all trainees will be required to register on 'Maxcourse'; which gives information about the courses and allows for feedback and certification.

Study days will be a mixture of seminar presentations, problem solving exercises, workshops and 'hands-on' sessions. The study days will combine face-to-face teaching with online learning. Face-to-face training will take place at education centres in and around the Yorkshire and Humber region. Your scheme headquarters will be Willow Terrace Road, Leeds.

The content of the study days varies each year and are under constant review. A sample of the 2020/21 study day programme can be found on page 20 of this handbook.



**Who pays for the study days?**

The courses are centrally funded, so there is not charge for attending the course.

**How many study days am I required to attend?**

You must attend all study days.

**What if I fail to attend a study day course?**

If you miss a session, for example through ill-health, you should attend another study day, agreed with the programme lead, to ensure that you have completed the educational programme. This may have to be at your own cost.

**Who will be teaching the study days?**

The presenters of each session are highly regarded in their particular field. The speakers will be professionals within or outside dentistry.

**Is there an opportunity to engage with the wider team?**

Where possible, the study days will be integrated with the Foundation Dentists to enable peer discussion, peer learning and the development of a team approach to patient care.

**Is there an opportunity to take part in Outreach Prevention Programmes?**

Within the Yorkshire and Humber DTFT scheme, we hope to involve our foundation dental therapists in a number of enrichment opportunities to support their future careers.

HEE YH is developing Outreach Prevention Programmes in schools and medical practices. Dental Foundation Therapists will be offered the opportunity to explore this work.

There may also be the opportunity to be involved in research initiatives.

**How will I know that I am progressing?**

A learning portfolio will be used throughout the period of training; commencing with the agreed record of discussion between yourself and your educational supervisor. The Foundation Therapist will complete an initial record of clinical experience to help guide their training input; and from here you both note your expectations of what is to be achieved. There will be progress reviews at intervals during the year and at the end of the training period.

Treatments carried out and various details; including number of patients seen, tutorial time, hours worked and various aspects of the month's activity will be recorded on this portfolio.



## **How will I be assessed?**

Milestone assessments take place over the training year and provide an opportunity to peer review cases. This will take place with the Foundation Dentists, where possible, to enable discussion, feedback and peer learning.

## **Are there any exams?**

There are no formal exams but you will be required to undertake a series of practical and case-based assessments with your educational supervisor. These are formative and designed to monitor your progress throughout the programme, as well as identifying training needs.

Successful completion will be based on attendance of study days, completion of portfolio, completion of audit, milestone case presentations, exit interview; and reports from your educational supervisor and programme leads. A certificate will be issued by the Associate Postgraduate Dean on successful completion on DTFT.

## **How do I apply?**

An application form can be found on the HEEYH website for Dental Therapy Foundation Training.

An example of the application form can also be found on page 13 of this handbook.

## **How do you shortlist the applications to DTFT?**

The applications for the training scheme are mapped against the person specification. All criterion must be evidenced to enable to applicant to proceed to interview.

The person specification can be found on page 11 of this handbook.

## **How will I know my application has been successful?**

We will notify you via email about the success of your application. This will be after the closing date and when we have quality assured all applications.

## **What happens if my application is successful?**

If your application is successful we will contact you via email.

Once we have appointed our training practices you will be given the list of potential workplaces. It will be your responsibility to arrange interviews; and once a pairing is made the contracts will be returned to the programme lead. A joint application to the study day programme can then be completed.

**What happens if my application is not successful?**

If your application is not successful we will contact you via email and provide you with feedback. You will be able to reapply for the following year, providing you meet the criteria.

If you are unsuccessful at interview you may be placed on a reserve applicant list and contacted should a space become available.

If you have any further questions please direct them to the Training Programme Director, Joanne Ward.

DTEFYH

**Person specification**  
**(All essential criterion must be achieved)**

	Essential	Desirable	Evaluated on:
<b>Registration and Qualification</b>	Registered with GDC		Application form, verified by GDC number
	Eligible for registration with the GDC		Application form, verified by reference
	Qualified as a Dental Hygienist and Therapist within the last 2 years.		Application form, verified by certificate at interview
	Qualification is pending		Application form, verified by reference
<b>Clinical</b>	Basic Life Support within the last 12 months		Application form, verified by certificate at interview
	Understanding of clinical risk assessment		Interview
	Appropriate level of clinical knowledge		Interview, supported by reference
	Clear, logical thinking, showing an analytical/scientific approach		Interview
	Good manual dexterity and hand/eye coordination		Reference
<b>Communication</b>	The ability to communicate with clarity in written and spoken English.		Application form and interview, supported by reference
	The ability to build rapport, listen, persuade and negotiate		Interview, supported by reference

<b>Management and Leadership</b>	Ability to prioritise clinical need	Ability to change, adapt and respond to rapidly changing circumstances	Application form/Interview, supported by reference
	Ability to organise oneself and own work	Is well prepared, shows self-discipline and commitment, is punctual and meets deadlines	Application form/Interview, supported by reference
	Experience and ability to work in multi-professional teams		Application form, Interview and supported by reference
	Ability to take responsibility and make decisions	Show initiative, curiosity, drive and enthusiasm. Is a self-starter and motivated.	Application form, Interview and supported by reference
	Information technology skills		Application form

<b>Professionalism</b>	Uses non-judgemental approach to patients and colleagues, regardless of their sexuality, ethnicity, disability, religious belief or financial status.	Demonstrates a breadth of experience and awareness within and outside the domain of dentistry	Application form/Interview, supported by reference
	Meets professional health requirements		Pre-employment health requirements

	Interpersonal skills (sees patients as people, empathise, work co-operatively with others, open and non-defensive, sense of humour)		Interview, supported by reference
	Shows knowledge of evidence-informed practice		Interview
	Shows awareness of own limitations	Displays honesty, integrity, aware of ethical dilemmas and respects confidentiality	Interview, supported by reference
		Demonstrates resilience and ability to cooperate under pressure, cope with setbacks and is self-aware.	

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Example application form

Application Form 2021-22						
<b>Position applied for</b>		<b>Location</b>			<b>Closing Date</b>	
Dental Therapist Foundation Trainee		Yorkshire and the Humber			31/03/21	
Section A: Personal Details						
<b>Title</b>	<b>First name (s)</b>			<b>Last name</b>		
<b>If previously known by another name, please specify</b>		<b>GDC Number (if registered)</b>		<b>Email address</b>		
<b>Address</b>		<b>Telephone number</b>			<b>Mobile</b>	
<b>Have you undertaken training in Basic Life Support in the last 12 months?</b>				YES	NO	<b>Date of training</b>
<b>Where did you hear about the Dental Therapist Foundation Training scheme?</b>						
Section B: Immigration Status						
PLEASE COMPLETE THIS SECTION FULLY- FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING REJECTED						
Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) national?					YES	NO
If not, do you have evidence of entitlement to enter and work permanently in the United Kingdom (UK) i.e. settled status?					YES	NO
<b>If you have indicated no to both of the above sections please tick those boxes that relate to your immigration status as at this application date.</b>						
<b>Status</b>				<b>Start date</b>	<b>Expiry Date</b>	
Highly skilled migrant programme (date of endorsement stamp on passport)						
Permit free training						
Refugee						
Work permit						
Any other? (please specify)						
Residence permit (please attach a copy of your residence permit)						

<b>Section C: Professional qualifications</b>			
<b>PLEASE ADD DETAILS OF YOUR DENTAL HYGIENE AND DENTAL THERAPY QUALIFICATION, OR ANY QUALIFICATIONS PENDING</b>			
Qualification title	Awarding Institution	Date awarded or expected	Grade/Class
<b>Section D: Academic achievements</b>			
<b>PLEASE ADD DETAILS OF ANY UNDERGRADUATE PRIZES OR ANY OTHER ACADEMIC DISTINCTIONS OR PUBLICATIONS</b>			
Award title	Description	Awarding institution	Date awarded
<b>Section E: Previous employment</b>			
<b>PLEASE ADD DETAILS BELOW ABOUT YOUR PREVIOUS EMPLOYMENT, STARTING WITH YOUR CURRENT/MOST RECENT JOB</b>			
1. Employer's name		Address	
Telephone number	Job Title	Start Date	End date
Description of role			



2. Employer's name		Address	
Telephone number	Job Title	Start Date	End date
Description of role			
<b>CONTINUE ON A SEPARATE SHEET IF NECESSARY</b>			

**Section F: Supporting statement**

**PLEASE COMPLETE A PERSONAL STATEMENT BELOW IN APPROXIMATELY 500 WORDS**

**Your statement should:**

- **Outline your reasons for applying to DTFT in Yorkshire and the Humber**
- **Describe the relevant skills that make you a good applicant for DTFT**

**Section G: References**

**PLEASE PROVIDE DETAILS BELOW OF TWO REFEREES**

**PLEASE NOTE: REFEREE 1 MUST BE YOUR PRINCIPAL TUTOR AT UNIVERSITY OR YOUR CURRENT EMPLOYER IF WORKING IN A DENTAL PRACTICE**

**Referee 1:**

Name of referee	Address	Telephone
Relationship to you		Email address

**Referee 2:**

Name of referee	Address	Telephone
Relationship to you		Email address

**Section H: Fitness to Practice & Criminal Investigations Declaration**

Health Education England aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation or age. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe has a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be considered. In that event, you still remain free, should you wish, to discuss the matter with the interviewing panel. As part of assessing your application, we will only consider relevant criminal record and other information declared.

The Data Protection Act 2018 requires us to provide you with certain information and to obtain your consent before processing sensitive data about you.

Processing includes: obtaining, recording, holding, disclosing destruction and retaining information. Sensitive personal data includes any of the following information: criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in this Declaration Form will be processed in accordance with the Data Protection Act 2018. It will be used for the purpose of determining your application for this position. It will also be used for purposes for enquiries in relation to the prevention and detection of fraud. Once a decision has been made concerning your appointment, we will not retain this Declaration Form longer than is necessary (i.e. until you leave your post/programme or the recruitment episode is closed).

This Declaration Form will be kept securely and in confidence, and access to it will be restricted to designated persons within the Medical Personnel Department of the Health Education England Yorkshire and the Humber; and other persons who need to see it as part of the selection process and who are authorised to do so.

The information may be passed to your employing trusts.

Before you can be considered for appointment in a position of trust as a trainee on a Health Education England Yorkshire and Humber programme, we need to be satisfied about your character and suitability.

It is vitally important that you read, understand and answer the questions asked in this section-please read the accompanying notes carefully before completing this Declaration Form.

The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered 'spent'.

Answering YES to any of the questions below will not necessarily bar you from appointment. This will depend on the nature of the position for which you are applying and the particular circumstances.

**PLEASE INDICATE BELOW AS APPROPRIATE**

Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country? (You do not need to tell us about parking offences)	YES	NO
Have you ever received a police caution, reprimand or final warning?	YES	NO

<p>Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?  <b>Please note:</b> you <u>must</u> inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you. You do <u>not</u> need to tell us if you are charged with a parking offence.</p>	YES	NO
<p>Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you?</p>	YES	NO
<p>Are you aware of any current NHS Counter Fraud and Security Management Service investigation following allegations made against you?</p>	YES	NO
<p>Have you ever been investigated by the Police, CFSMS or any other Investigatory Body resulting in a caution, conviction or dismissal from your employment?          (Investigatory Bodies include Local Authorities, Customs &amp; Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade &amp; Industry, Bank and Building Societies, General Life Insurance Companies- this list is not exhaustive, and you must declare any investigation conducted by an Investigatory Body)</p>	YES	NO
<p>Have you ever been dismissed by reason of misconduct from any employment, office or other position previously held by you?</p>	YES	NO
<p>Have you ever been disqualified from the practice of a profession or required to practice subject to specified limitations following Fitness to Practice proceedings by a regulatory or licensing body in the United Kingdom or in any other country?</p>	YES	NO
<p>Are you currently subject to any investigation or Fitness to Practice proceeding by any licensing or regulatory body in the United Kingdom or any other country?</p>	YES	NO
<p>Are you subject to any other prohibition, limitation or restriction that means we are unable to consider you for the position for which you are applying?</p>	Yes	NO
<b>DECLARATION</b>		
<p><b>Have read the 'Guidance Notes for Applicants' that accompanied my application form, and I consent to the information provided in this Declaration Form being used by Health Education England Yorkshire and the Humber and the relevant DTFT practices for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud.</b></p> <p><b>I confirm that the information that I have provided in this Declaration Form is correct and complete. I understand and accept that if I withhold or provide false or misleading information this may result in my application being rejected, or if I am appointed, in my dismissal and I may be liable to prosecution.</b></p>		
<b>PLEASE SEE 'GUIDANCE FOR ELECTRONIC SIGNATURE'</b>		
<b>Signed</b>		<b>Date</b>
<p><b>You are reminded that if you are appointed to a training post or programme, you will have a continuing responsibility to inform you employer(s) and the Postgraduate Dean of any new criminal convictions, police investigations or fitness to practice proceedings that arise in the future.</b></p>		

**Section J: Signature**

I understand that employment offered in this training programme is subject to satisfactory medical clearance and subject to the information provided on the application form or any other document being correct.  
 The information you provide will be checked. Inaccuracies may result in your application being rejected and in extreme cases may merit a referral to the General Dental Council.  
 Any false or misleading information provided on this form or any other document may result in any employment being terminated.

The Data Protection Act 2018 requires us to provide you with certain information and to obtain your consent before processing sensitive data about you.  
 Processing includes: obtaining, recording, holding, disclosing destruction and retaining information.  
 The information that you provide in this Application Form will be processed in accordance with the Data Protection Act 2018, and will be used for recruitment and, if you are successful, will form part of your training record at the HEE.  
 If you are appointed, the information will be passed to your employing trust(s). information relating to your name, contact address, email address, date of birth, GDC registration, speciality, grade and your photograph will be passed to the Department of Health & NHS Employers for the production of an Occupational Health Smartcard.

I understand and agree that the information provided on this form being entered onto Health Education England Yorkshire and the Humber computer information system and used for legitimate business.

**PLEASE SEE 'GUIDANCE FOR ELECTRONIC SIGNATURE'**

<b>Signed</b>		<b>Date</b>	
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I consent to my details being passed to the Dental Therapist Foundation Programme Team who may wish to contact me regrading recruitment to the Dental Therapist Foundation Training programme.


<b>Signed</b>		<b>Date</b>	
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**Example Study Day Planner**

The study day planner below was used for the 2020/21 scheme. The study day topics may vary each year.

<b>Study Day</b>	<b>Date</b>
<b>1</b> Induction	February 2021 via Zoom
<b>2</b> Minimally Invasive dentistry	February 2021 via Zoom
<b>3</b> Predictable anterior composites and tooth wear	March 2021 via Zoom
<b>4</b> Tooth whitening and clinical photography	March 2021 via Zoom
<b>5</b> Audit	March 2021 via Zoom
<b>6</b> Medical Emergencies	TBC as of Jan 2021
<b>7</b> Predictable posterior composites and LED light curing units.	March 2021 via Zoom
<b>8</b> Having behaviour change conversations with parents of young children (1) Communication skills for face to face & remote consultations	April 2021 online
<b>9</b> Leadership Day	April 2021 via Zoom
<b>10</b> Having behaviour change conversations with parents of young children (2) Behaviour change theory	May 2021 online
<b>11</b> Having behaviour change conversations with parents of young children (3) Resistance to change	May 2021 online
<b>12 Milestone 1</b>	May 2021 via Zoom/face to face
<b>13</b> Building resilience	June 2021 via Zoom
<b>14</b> Having behaviour change conversations with parents of young children (4) Putting theory into practice	June 2021 face to face
<b>14</b> Effective periodontal management in general practice	June 2021 face to face
<b>14 Milestone 2</b>	June 2021 via Zoom/face to face
<b>13</b> Back to the future day	June 2021 online
<b>14</b> Exit interviews/Audit	July via Zoom/ face to face


## Testimonials

 “I would just like to say thank you for accepting me onto the course, it has been a brilliant start to my career, I feel I would have felt very overwhelmed had I gone straight into general practice without the support of the FT Scheme. I have gained confidence, skills, and experience that I doubt I would have achieved had I not been on the FT Scheme, so thank you for the opportunity. I really hope the scheme continues, as I think it is perfect for therapists straight out of university, to not only give them the confidence when starting out, but also to help prevent de-skilling, especially in therapy work.”

Anonymous

“I found the study days really useful and I have learnt so much more from them. I would encourage anyone to do foundation training”

Lydia, 2020

 “Having this experience taught me to not be afraid. The Dental Therapy Foundation Training scheme really built my confidence and reassured me in my own abilities and knowledge/skills I learnt at university.”

Fatema, 2020



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