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| **Name of Guidance**  | Dental Foundation Training (DFT) and Dental Therapist Foundation Training (DTFT) Educational Supervisor (ES) Approval and Re-Approval Process |
| **Category** | DFT and DTFT |
| **Authorised by**Appropriate Group (this will never be an individual) e.g. BMG / STM / Specialty Board | Postgraduate Dental Education Senior Team |
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| **Version** | **Date** | **Author** | **Notes** Reason for Change, what has changed, etc. |
| 0.2 | Oct 2017 | Sue Baker | Addition to approval process |
| 0.3 | Aug 2019 | Jason Atkinson/Kim Mills | Incorporation of DTFT  |

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| **Section 1: Introduction** |
| This guidance aims to provide in detail the overarching Health Education England working across Yorkshire and the Humber’s (HEE YH) approach to the approval of new Dental Foundation Training (DFT) and Dental Therapy Foundation Training (DTFT) Educational Supervisor (ES) applicants and re-approval of existing Educational Supervisors within HEE YH. This process applies to all DFT/DTFT ESs and applicants for DFT/DTFT ES status within the HEE YH region.The role of the DFT ES is central to the education and training of the Foundation Dentist (FD). The DFT 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.This document seeks to clarify:* Who does this guidance apply to? (Section 2)
* The role of the Educational Supervisor (Section 3)
* DFT/DTFT - Summary (Section 4)
* Application procedure – DFT/DTFT Existing Educational Supervisors (Section 5)
* Application procedure – New DFT applicants (Section 6)
* Joint DFT applications (Section 7)
* Application Procedure DTFT Educational Supervisors (Section 8)
* Selection (Section 9)
* Notification of approval (Section 10)
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| **Section 2: Who does this guidance apply to?** |
| This guidance applies to all members of HEE YH involved in the assessment and approval of DFT and DTFT ESs.The guidance is subject to change as required by the GDC or Health Education England.Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place.HEE’s purpose is to create the culture and conditions for health and care services and staff to deliver the highest standard of care and ensure that valuable public resources are used effectively to get the best outcomes for individuals, communities and society now and for future generations.Health and high-quality care for all, now and for future generations. |
| **Section 3: The role of the Educational Supervisor** |
| An educational supervisor (ES) is a named individual who is responsible for supporting, guiding and monitoring the progress of a named trainee. ESs are selected and appropriately trained to be responsible for the overall supervision and management of a trainee’s trajectory of learning and educational progress during a placement. Every trainee must have an educational supervisor. The educational supervisor’s role is to help the trainee to plan their training and achieve agreed learning outcomes. He or she is responsible for the educational agreement and for bringing together relevant evidence to form a summative judgement at the end of the placement. In addition to the ES, another dentist (Clinical Supervisor) should be available at all times for support when the ES is unavailable e.g. illness, holiday, courses, short notice changes. The named ES is responsible for informing the Quality team should a Clinical Supervisor be required for any timeframe over and above a normal holiday period (two weeks). |
| **Section 4: DFT/DTFT – Summary** |
| **Dental Foundation Training** All dentists wishing to work in primary dental care within the NHS must undertake Dental Foundation Training (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. The Committee of Postgraduate Dental Deans and Directors (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 course and is designed to provide a broad experience to hone the skills of the new dentist. In the HEE YH region 96 training places are required, divided between eight schemes across the region. The schemes are NY1, NY2, WY3, WY4, SY5, SY6, SY7 and the two-year DFTDCT Longitudinal scheme.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 DFT year starts annually on 1st September and ends on 31st August.**Dental Therapy Foundation Training**The DTFT year starts annually on the 1st September and ends on 31st August. Similar to DFT the FT is placed in a supportive practice and exposed to a range of patients they would be expected to treat in General Dental Practice. There are normally ten DTFT places available.  |
| **Section 5: Application Procedure – DFT/DTFT Existing Educational Supervisors** |
| All current DFT ESs undergo an annual appraisal and performance review with their Training Programme Director (TPD). This information is collected as part of the mid-term visit to their Foundation Dentist/s and later in the year as feedback from the RCP panels and FD exit interviews. The visits take place between November and January and the RCP panels in February and June. ES performance is recorded via a RAG rating system. Existing ESs should update their Educational knowledge every five years (via MIAD or other APD approved course). Existing ESs should attend a face-to-face meeting as part of MIAD training every three years.Existing ES practices undergo a full practice visit every five years unless concerns are identified, in which case an earlier visit will be arranged. Similarly, if the practice changes ownership a visit will be arranged.Intending ESs applying to train an FD at the Practice of an already approved ES will be visited by a TPD. The intending Trainer’s clinical records will be consulted at the visit.Existing ESs must complete an annual online application via which information regarding UDA activity and current FD experience is recorded, this is to ensure accuracy of data. This information in conjunction with the appraisal will inform the Dental Associate Postgraduate Dean’s (APD) decision as to whether the ES can retain their ES status. Existing ESs receive a link to the application system in November prior to the application deadline date in mid-January. Details of this are posted on the DFT section of the HEE YH website in October.Longitudinal ESs, work across a two-year training period and will complete the online application every other year.All current ESs must have completed Equality & Diversity Training within the last three years and will be asked to provide proof of this.If areas for development are identified at the Existing ES appraisal stage the ES and TPD will create an action plan to work through. If the issues are insurmountable the ES will be asked to step down following a formal performance review. Local Area Teams/Primary Care Support England will be consulted to verify/ provide further information on GDC issues and performer list/contractual issues.Existing DTFT ESs must complete an application form for re-approval annually. Re-approval of DTFT ESs is subject to satisfactory mid-year appraisal. DTFT practices are inspected every five years, or sooner if concerns are raised or there are significant changes to the practice. |
| **Section 6: Application Procedure – New DFT Applicants** |
| A notification is added to the HEE YH website to request that intending DFT ESs contact the Quality team for access to the application portal. A link to the web app will be provided; all application guidance is contained within the web app. After the application deadline, the applicant will receive notification of the date and time of their Practice Visit which will include an informal interview and a performance review of clinical records.Practice visits to practices not currently approved for DFT training are conducted by two TPDs or one TPD and a tutor and lasts for up to one hour and 30 minutes although two hours should be allowed for the visit in case any areas examined require further attention. All new DFT applicants will be asked to complete two Milestone exercises via an online tool called APLAN. The first exercise will entail submitting their own case for anonymous peer assessment and partaking in the peer assessment process. The second assessment will be to provide feedback on three DFT cases; the feedback provided by the applicants will be scored against feedback information from an existing group of current ESs. Access to the cases and full instructions will be provided after the application deadline date. All new applicants must have attended the ‘So You Want to be a Trainer’ course or a similar course before ES status can be approved.All new applicants must have completed Equality & Diversity training and will be asked to provide proof as part of the application.Local Area Teams/Primary Care Support England will be consulted to verify/ provide further information on GDC issues and performer list/contractual issues.All new applicants on appointment will be enrolled onto MIAD and be expected to complete the online component by the start of the training year.As part of MIAD training all new applicants will be expected to attend a face-to-face training day during the training year.All new applicants will be expected to attend one of the FD Induction Days occurring in September. |
| **Section 7: Joint DFT Applicants** |
| Scoring for Joint Applicants: Joint applicants are assessed separately. Both applicants are required to achieve scores that meet the minimum required standard. In the event that one of the joint applicants scores below the minimum level, an option will be given to the remaining candidate to amend their application to that of sole Educational Supervisor subject to being able to satisfy the required weekly contact time with their FD and the person and practice specifications in general. The proposal of an alternative candidate to operate a joint training agreement is not permissible at this stage. |
| **Section 8: Application Procedure DTFT Educational Supervisors** |
| A link to an electronic application form will be provided to those specifically applying for approval as a DTFT ES.Existing DFT ESs applying for more than one trainee may be offered a DTFT trainee if they have capacity. Reserve DFT ESs, who have met the DFT approval criteria, but are surplus to the required number of DFT places may be offered a DTFT trainee.  |
| **Section 9: Selection** |
| Provided an existing ES is performing well and no issues are identified as part of the appraisal and performance review process (mid-year and IRCP panel) then the ES can continue to train. New applicants are scored at the practice visit and their practices are RAG rated. From this information, it is possible to see which candidates have scored the highest. Those that do not score highly enough to be selected for one of the 102 available places will be placed on a DFT ES reserve list. Those on the reserve list may be called up to train in the event of an appointed ES withdrawal, in the event that additional FD places are required or to provide a placement for a DTFT trainee. Reserve ESs are required to re-apply for DFT ES status in the next application round if they are not brought up from the reserve list and granted full ES status. If more than one application is made from a single practice this will be treated as a joint application. Where the practice meets the Multi-trainee specification then, should there be a need within HEE YH, a second FD may be offered. There is the possibility that a DTFT trainee may be offered to practices that meet the specification to take more than one trainee.Normally we would expect one ES to be assigned to one trainee, however, for experienced training practices and ESs (training for a minimum of four years without breaks) with a proven and demonstrable commitment to training and education within the Yorkshire and Humber region, with consistent positive feedback from past trainees and TPDs; a Dental Therapy trainee may be allocated to an ES in addition to a Foundation Dentist. This is subject to capacity, with preference given to suitable applicants based on the ratio of one trainer to one trainee.PLVE applicants are deemed to be a trainee within the practice, and if applying for DFT in addition to PLVE the practice should meet Multi-FD specifications.There is no guarantee that an FD will be placed in a practice or that more than one FD will be placed in a practice. It is to be noted that practices that currently have more than one FD in their practice are not guaranteed two in the next training year.  |
| **Section 10: Notification of approval** |
| The online application system (Dental web app) sends automatically generated emails to the ES applicants providing details of their success and their training area or details of conditional approval or of their being ‘Unappointable’. The emails are generated after confirmation of the result details within the system by the APD. The approval period is also stated in the email notification. This is generally one year spanning from 1st September to the 31st August. Those applying via the electronic application form for DTFT ES status will be notified of their result by email.Longitudinal ESs cover two years of training and are subject to performance monitoring, which is encompassed by the ES appraisal process, Longitudinal ESs must complete the online application every other year.If granted ‘Conditional Approval’, 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.All the evidence relating to both new applicants and existing ESs will be consulted by the Dental APD to aid the decision-making process. ESs will be allocated to a training area based on practice location.In the instance that the first approval round does not deliver the required number of ESs a second round will be conducted. Round two will follow the same procedure as the initial round. |

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