VOCATIONAL TRAINING
Oxford and Wessex Deaneries

TRAINER HANDBOOK
2009 – 2010
INFORMATION FOR TRAINER APPLICANTS

Have you considered becoming involved in Vocational Training?

We are looking for suitable practices and practitioners for the NESC (NHS Education South Central) 2009-2010 Vocational Training Schemes starting in August 2009.

You must:
- be an experienced dentist with high clinical and ethical standards
- have been working in NHS primary care for at least four years as a performer with some managerial experience
- have a personal annual contract value of a minimum of 1500 UDAs (or equivalent in the salaried services) for the financial year 07/08.

You will be expected to:
- provide a dedicated surgery and suitably experienced/registered nurse for a Vocational Dental Practitioner (VDP) for 37.5 hours per week for 48 weeks of the year to treat adults and children under the NHS
- be available in your practice for a minimum of three days a week when the VDP is in practice to advise and assist the VDP
- provide a one hour tutorial each week
- attend approved courses and trainers’ meetings organised for trainers
- attend the 4 day Developing Dental Educators course (previously known as the New Trainers and Prospective Trainers course) if not previously completed
- attend some of the VDPs’ day release sessions on the scheme to which you are appointed

As a Trainer in the nGDS* you will receive:
- a training grant, currently £8,820 p.a.
- reimbursement of VDP’s salary £29,388 p.a.
- £62,520 p.a. for service costs (minus patient charges)
  (These are 08/09 figures.)

  * Separate arrangements are in place for salaried dental services

If you wish to discuss whether you could become a trainer contact:

Mr Nick Priest – Regional Adviser and Winchester Scheme Adviser – 07810 180862
Mr Shalin Mehra – Northampton Scheme Adviser – 07831 252122
Mr Mike Cooper – Oxford Scheme Adviser – 07867 801800
TRAINER HANDBOOK

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## WHO’S WHO

### DENTAL SCHOOL DIRECTOR / POSTGRADUATE DENTAL DEAN

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### OXFORD SCHEME VT ADVISER

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BDS  
Studental  
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Oxford OX3 0BP  
Tel: 01865 484608 (Work)  
Tel 07867 801800  
Email: mikecooper225@btinternet.com

### VT ADMINISTRATOR FOR THE OXFORD SCHEME

**Miss Brenda Leach**  
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Dental School Office (North)  
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Headington  
Oxford OX3 7XP  
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Email: brenda.leach@nesc.nhs.uk

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**NESC (NHS Education South Central)**  
[3]  
**Oxford and Wessex Deaneries**
## WHO’S WHO

<table>
<thead>
<tr>
<th>REGIONAL VT ADVISER &amp; WINCHESTER SCHEME VT ADVISER</th>
<th>VT ADMINISTRATOR FOR THE WINCHESTER SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Nick Priest BDS</td>
<td>Mrs Barbara Pearce</td>
</tr>
<tr>
<td>NHS Education South Central Dental School Office (South) Highcroft Romsey Road Winchester Hampshire SO22 5DH Tel: 01962 893818 Home: 01722 325083 Mobile: 07810 180862 Email: <a href="mailto:nick.priest@yahoo.co.uk">nick.priest@yahoo.co.uk</a></td>
<td>NHS Education South Central Dental School Office (South) Highcroft Romsey Road Winchester Hampshire SO22 5DH Tel: 01962 893818 Email: <a href="mailto:Barbara.pearce@nesc.nhs.uk">Barbara.pearce@nesc.nhs.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BERKSHIRE SCHEME VT ADVISER</th>
<th>BERKSHIRE SCHEME VT ADVISER</th>
</tr>
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<tbody>
<tr>
<td>Mr Carlos Clark</td>
<td>TBA</td>
</tr>
<tr>
<td>NHS Education South Central John Lister Postgraduate Centre Wexham Park Hospital Slough Berkshire SL2 4HL Tel: 01753 634383</td>
<td>NHS Education South Central John Lister Postgraduate Centre Wexham Park Hospital Slough Berkshire SL2 4HL Tel: 01753 634383</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
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NESC (NHS Education South Central)  Oxford and Wessex Deaneries
## Application to be a Trainer

### Sequence of Events

<table>
<thead>
<tr>
<th>Read</th>
<th>Trainer Handbook &amp; Trainer Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Complete Trainer Application Form and return to the VT Administrator by <strong>Friday 31\textsuperscript{st} October 2008</strong>. Please refer to the <strong>Paper Trail Checklist for VT</strong> at the end of the application form.</td>
</tr>
<tr>
<td>The Practice Visit</td>
<td>If successful at the interview a practice visit will be arranged. This may not be necessary if you have had a Deanery visit within the previous two years.</td>
</tr>
<tr>
<td></td>
<td>1. Allow 2 hours to discuss matters with visitors</td>
</tr>
<tr>
<td></td>
<td>2. You must have all required documentation readily available for verification. These will be inspected at the start of the visit. If not available the visit will be suspended.</td>
</tr>
<tr>
<td></td>
<td>3. Brief practice staff. Any areas of the practice may be visited, not just the proposed VDP surgery.</td>
</tr>
<tr>
<td>Selection</td>
<td>Usually twelve places only are available on each of our four schemes, so selection is competitive. You will be invited to a formal interview. You will be assessed on the interview, practice visit and application.</td>
</tr>
<tr>
<td>Appointment</td>
<td>Following interview you will be notified of your appointment or otherwise by the Postgraduate Dean.</td>
</tr>
<tr>
<td>Acceptance</td>
<td>Sign and return the contract within seven days.</td>
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### Overview of the Scheme

**NESC (NHS Education South Central)**

Oxford and Wessex Deaneries
The NESC Region’s Dental Vocational Training Scheme is a course designed for newly qualified dentists to experience NHS Primary Dental Care. Vocational Dental Practitioners will be appointed to experienced Trainers for a period of 12 months, and will attend the Day Release Course, on Thursdays during University term time.

How The Scheme Is Organised

The scheme is entirely funded by the NHS. Overall administration of the scheme is the responsibility of the Regional Director of Postgraduate Dental Education through the Regional Adviser in General Dental Practice. The day to day administration is carried out by the Administrators from the Regional Adviser’s offices. There are two elements to the course: experience gained in practice, working alongside an approved trainer; and the educational input at the Day Release Course. Courses will be of 12 month duration, commencing on 1st August; and normally there will be a maximum of 12 VDP’s.

Appointment Of Vocational Dental Practitioners (VDPs)

VDP’s will be appointed via a Deanery matching scheme and will work as Performers (VDPs) with a special 12 month contract. The Trainer will have the opportunity to choose those VDPs who they would be happy to work with. They will receive a salary from the trainer, reimbursed in full through the B.S.A.

Trainers are responsible for the recruitment selection and appointment of their own VDP in April for a 1 AUGUST start date. This start date is non-negotiable. Trainers need to be present and available throughout the first month when VDPs require additional support and supervision.

On completion of the course, there is no further obligation on either the trainer or the VDP to enter into a new contract.

Appointment Of Trainers

Trainers for NHS Primary Dental Care will be appointed by the NESC Regional Vocational Training Committee following interview by a Sub-Committee of this group. All applicants will have to satisfy certain criteria regarding their suitability as trainers. At least 4 years experience in NHS Primary Dental Care will normally be required, alongside a past commitment to training and continuing education. All applicants will be visited in their practices by the visiting team (if applicable). Appointment will normally be for one year only. Trainers will be expected to have a personal minimum commitment to the NHS of 1500 UDAs (please see pages 35 – 37). This figure is subject to alteration by the Department of Health.

Facts On Finance

On appointment trainers will receive a training allowance in monthly instalments in arrears which will include the Trainer’s grant, VDP salary and Service Costs. Patient charge revenue for the patients treated by the VDP will be subtracted from the payments.

Day Release Course – Normally held on Thursdays

Financial Details from 1st April 2008

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Trainer’s Grant</td>
<td>£8,820</td>
</tr>
<tr>
<td>VDP’s Salary</td>
<td>£29,388</td>
</tr>
<tr>
<td>Service Costs</td>
<td>£62,520</td>
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</table>

Appointment of Vocational Trainers
Each year the Deanery goes through the process of appointing Vocational Trainers, and generally carries out a formal interview of every potential trainer for each year. Practice visits take place annually.

Some high scoring practices are offered an extended trainer appointment. This appointment lasts for three years, subject to satisfactory participation in an appraisal process, pastoral visits and consideration of other Q.A. mechanisms. In the second and third year of the cycle, the trainer would inform the Regional Vocational Training Adviser (in writing, by the interview date) of their intention to train in the following cycle, and make a declaration that their practice complies with the published VT requirements for that year of VT. They would need to give an account of the number and type of patients which would be available to the VDP. Normally, a practice inspection would not be carried out until re-selection time.

The reselection process will be repeated after 3 years. All new trainers will be appointed for a 1-year period.

Turnover of VT Trainers

While the over-riding aims of Vocational Training are to ensure VDPs receive high quality training in the best available practices, it is important that VT contributes in a wider sense to an overall improvement in primary care dentistry. It achieves this by:

- Producing new GDPs who have completed a period of high quality training and have adopted good habits and are able to carry these values throughout their practising careers.
- The competitive appointment process which encourages trainers and potential trainers to invest in the quality of their staff and their practices and their own CPD in full continuing professional development.
- A regular intake of new trainers which leads to a broad skills base and large pool of experienced trainers.

A short CPD course ‘So you want to be a trainer?’ is offered to make practitioners aware of the roles of a VT trainer, and how their practice may be prepared for VT. Please see page 24 for dates.

Role of a Trainer

As the title suggests, the principal duty of the trainer is to teach, both within the formal context of the one to one tutorial and in the broader framework of teaching by example.

The trainer is in the best position to assess the trainee’s needs. Through the various processes of assessments and tutorials these needs can be identified, discussed and hopefully satisfied. The best trainers will not apply the do as I do philosophy, but encourage their trainees to develop their own personal skills and attitudes. This is an active process which requires the trainer to possess certain qualifications:

i. a willingness to teach
ii. an ability to communicate successfully
iii. a self-awareness
iv. a perception of the feelings of others

In order that the trainer can fulfil these onerous roles, he or she must possess the quality of enthusiasm.

Obligations of a Trainer

- Employ a VDP as a salaried assistant under the terms of the nationally agreed contract and before
he/she starts work to deposit a copy of the signed contract of employment with the PGDD or postgraduate office and to obtain prior to and during the appointment the approval of the PGDD of any variations to the contract of employment.

- Work in the same premises as the VDP, in a surgery to which he/she has close proximity and access for the VDP, for not less than three days a week.
- Provide the VDP with adequate administrative support and the fulltime assistance of a suitably experienced dental nurse.
- Conduct an initial PDP interview to identify the trainee’s strengths and weaknesses and draw up a development plan. (PDP is the Professional Development Portfolio in Dental Vocational Training).
- Be available for guidance in both clinical and administrative matters and provide help on request or where necessary.
- Prepare and conduct regular weekly tutorials within normal practice hours (such tutorials to be of at least one hour’s duration and recorded in the PDP).
- Allow and require the VDP to attend the 30-day study course programme and ensure that holidays do not lead to absence from the study course.
- Provide satisfactory facilities (including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilized between patients).
- Provide relevant training opportunities so that a wide range of NHS practise is experienced and so that, as far as is reasonably possible, the VDP is fully occupied.
- Assess and monitor the VDP’s progress and professional development using the Professional Development Portfolio (PDP) and any other material provided for this purpose, to give feedback and to liaise with the Adviser as necessary.
- Ensure that the VDP’s PDP and the processes involved in assessment are documented and kept up-to-date.
- Participate in Trainer training when necessary to undertake the role of trainer and to undertake training in assessment through participation in educational courses prior to the employment of a VDP in the practice and during the training period, as required.
- Will not encourage the VDP to work additional hours for additional monies within or outside the practice whilst working within the terms of VT contract. (See item 7 (vi) in the VT contract).
- Attend trainer meetings and end-of-scheme review sessions, as required.
- Set time aside to be available for Adviser visit/s as required.
- Provide appropriate dental reference material for the use of the VDP within the practice. (Journals, CD Roms, books, Department of Health documentation, etc).
- Advise on the final certification of the VDP’s completion of Vocational Training. Inform the PGDD (in writing) if the circumstances of either yourself as the trainer, the VDP or the practice change in such a way as to alter the contract of employment between yourself and the VDP.
- Provide e-mail linking for VDP and Trainer with the Postgraduate Dental VT Office and Dental VT Adviser.
- To pay the VDP’s salary on the date agreed on the Contract.

Obligations of a VDP
• Work as a VDP salaried assistant for the duration of the Vocational Training year under the terms of the nationally agreed contract.

• Take up the VDP placement once accepted, enter into the nationally agreed contract of employment with my Trainer and abide by its terms in all respects.

• Participate in an initial PDP interview to identify my strengths and weaknesses and work with the Trainer to draw up a development plan. (PDP is the Professional Development Portfolio in Dental Vocational Training).

• Work under the direction of the Trainer and seek advice and help on clinical and administrative matters where necessary.

• In the interests of good patient care and the good management of the practice, draw the Trainer’s attention to any problems encountered immediately they become apparent.

• Attend regular weekly tutorials within normal practice hours (such tutorials to be of at least one hour’s duration and recorded in the PDP).

• Diligently attend the 30-day study course programme and ensure that holidays do not lead to absence from the study course.

• Cooperate with the Trainer and the practice so that I make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, I am fully occupied.

• Work with the Trainer to ensure that my progress and professional development are assessed and monitored, using the Professional Development Portfolio (PDP) 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 vocational training.

• Not work additional hours for additional monies within or outside the practice whilst working within the terms of VT contract.

• Act as a full and committed member of the dental practice team, participating in practice meetings, following proper practice protocols and cooperating with practice staff in all respects.

• Take out professional indemnity cover and practice according to General Dental Council and other relevant professional guidelines.

• In the event of disagreement or dispute with the Trainer, cooperate with the Deanery to resolve the matter expeditiously.

The professional relationship between trainer and trainee will be that of Provider/Performer. The Provider is both legally and professionally responsible for the trainee. The trainer also has vicarious liability for the actions of the VDP. Trainers are required to satisfy themselves of the competence and suitability of their trainees to carry out the work, by means of structured assessment.

This list of obligations may appear somewhat daunting, but at the risk of being repetitive, it has to be said that the kingpin of Vocational Training is the trainer. The duties are undoubtedly many. The most important obligation, however, which will be rewarded by a feeling of success, self-esteem, and the pleasure of seeing a young colleague achieve a goal, is commitment.

Standards for Training Practices
These standards are a guide to help practitioners know what is normally expected for training practices in the NESC Deanery. The Advisers will use these criteria during practice visits. They are for guidance, please contact one of the Advisers if you require clarification.

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum. You must also comply with all current NHS terms of service and national legislation.

It is taken for granted that the following requirements will be met:

1. A minimum NHS commitment of the Trainer (1500 UDAs – please see pages 35 – 37)
2. Adequate supply of NHS patients for VDP
3. The VDPs surgery must be of an adequate size.
4. The trainer should not have been found in breach of their NHS terms of service or be under investigation by the GDC within eighteen months prior to their application. The Deanery will contact the GDC, DPB, DRS and the PCTs for references.

PREMISES

The training practice will provide a dedicated surgery for use by the VDP. The surgery must be available during normal working hours, and also when the day release course is not being run. The surgery should be in close proximity to that of the trainer, preferably on the same floor. Premises must comply with the Disability Discrimination Act. The VDP surgery should be capable of adaptation to accommodate both left and right-handed operators.

EQUIPMENT

The VDP’s surgery will be equipped with the full range of instruments necessary to provide all routine general practice dental surgery. It is expected that there will be enough sterile instruments instantly available to provide routine examination and care, and comply with A12 Infection Control Guidelines. This will include periodontal probes and a range of scalers, a wide range of forceps, and a kit of sterile surgical instruments.

Handpieces

It is suggested that a minimum of three air-rotors and three contra-angle handpieces are available in the VDP’s surgery, these must be autoclavable.

X-ray Equipment

An intra-oral x-ray set will be permanently accessible, either in the VDP’s surgery or a dedicated x-ray room. Evidence of regular inspection and compliance with current Health & Safety Executive regulations for ionising radiation equipment will be required. Local rules must be on display. Only those entitled to be an operator in accordance with the legal person’s procedures satisfying the requirements of IRR99 & IR (ME) R2000 should be allowed to initiate the exposure.

EMERGENCY EQUIPMENT

The practice must be equipped to provide cardio-pulmonary resuscitation. Portable equipment to provide suction, positive pressure ventilation and airway maintenance for a patient anywhere in the practice must be available.

Emergency Protocol

The practice should have a written emergency drill which is understood by all members of staff. Staff will have training in CPR which is updated every year.

CROSS INFECTION CONTROL

Effective cross infection control should be practised by every member of staff, and a written policy should be available. All instruments including handpieces should be autoclaved. Non-autoclavable instruments should be single use and disposable. Surface disinfectants should be used on contaminated surfaces between patients. Impressions should be disinfected according to the manufacturer’s recommendations, and confirmed on the lab docket. Practices need to comply with BDA advice sheet A12 on cross infection control.

HEALTH AND SAFETY
Each practice must have a written Health & Safety Policy. The BDA has an advice sheet which includes a model. A First Aid Kit, appropriate for the size of the practice, must be available and a record of incidents (Accident Book) must be kept and be compliant with the Data Protection Act.

Waste Disposal
The practice must comply with the current European waste disposal regulations.

Electrical Regulations
Written evidence of compliance with regulations is required.

COSHH Assessments
Regularly updated assessments must be available for all substances used in the training practice.

Pressure Vessels
A written schedule of examination and certificate of inspection and maintenance must be available for each autoclave and compressor in the practice that complies with current regulations.

Publicity Liability Indemnity Insurance
A current certificate must be displayed in the practice.

Fire Drill
Practice policy must be understood by all members of staff.

STAFF
The VDP must have a suitably trained Dental Nurse, with a minimum of one year’s experience, available for their exclusive use when they are working in the surgery. Appropriate reception and office staff must also be available. The training practice will comply with current employment law and GDC requirements. Written contracts for staff will be provided.

TRAINING
A library should be available in the practice containing current journal and other educational resources. It should contain a range of relevant books/magazines. A computer should be available in the practice to enable CAL programs/CD ROMs to be read.

Trainer Attendance
The trainer must be available in the practice for at least three working days per week while the VDP is present (excluding holidays which must not exceed six weeks per year). Cover arrangements must be made during any absence of the trainer and the Adviser kept informed. It is expected that the Trainer will be present/available throughout August.

Workload
The practice must provide enough patients for the VDP to be fully occupied and to carry out a full range of treatments. The number of patients seen will increase with experience and this should be taken into account. The VDP should not be expected to carry an excessive workload.

Record Keeping
Records should be clear, legible and contemporaneous. BPE/CPITN or another periodontal assessment method should be used together with regular oral cancer screening.

Premises and Facilities
It is prerequisite to becoming a trainer that a suitably equipped surgery will be provided for the trainee. It will be the responsibility of the Visiting Team, who will be looking for a reasonable standard of equipment, furniture and materials, to assess that suitability.

If you have any queries about the acceptability of your premises, the Regional Adviser is available to help you. An early discussion could save you a considerable amount of money and possible embarrassment!

PRACTICE ADVERT FOR VDP SELECTION

NESC (NHS Education South Central)  Oxford and Wessex Deaneries
PRACTICE ADVERT INFORMATION

All selected training practices will have their practice advert published on the NESC dental website at www.nesc.nhs.uk

Practice Advert Requirements for the Web Site

- all text in PC text format, MS Word (.rtf or .doc but not html format) or in Adobe pdf, or text from any other program that can produce PC readable .rtf documents;
- graphic (one picture only please) in a compressed PC format i.e. jpeg;
- we cannot accept adverts in MS Publisher;
- we cannot accept adverts in MS Word that solely use ready made hyperlinks. These would not work on all computers due to the different browsers that are used around the country. Therefore these hyperlinks would need to be developed by our web site company in order for these to be read by everyone.

We aim for a standard format for all practice descriptions to make it easier for applicants to compare practices. Consequently please follow the guidelines below when writing your practice description. Remember that this will be the potential VDP’s first impression of your particular practice, and try to make the description as individual as possible so that it stands out from that of similar practices elsewhere. Give full and clear information without making it too long - about one side of A4 is usual. Please include an image/photograph to accompany your description.

A Pro-Forma will be emailed to you the nearer the time.

PRACTICE ADVERT GUIDELINES

The Picture

Graphic (one picture only please) in a compressed PC format i.e. jpeg.
Please send your picture as a SEPARATE file in jpeg and not incorporate it in this pro-forma.

Practice Address
Address and all contact details.

The Trainer/s
Name – telephone number – fax – email. Where and when qualified – special interests – why he/she wants a VDP – previous experience of VT.

The Practice
Location of practice – easy to get to? Easy parking/public transport? When was the practice founded? Is it growing?

Description of practice – facilities and equipment – types and numbers of patients – type of work undertaken.

Any special features e.g. innovations, awards, partners with specialisms, particular organisational arrangements.

Hours of Work
VDPs particularly wish to know this.

The Practice Team
How many dentists are there? Details of your practice team.

The VDP Surgery
Description of surgery – facilities and equipment – types and numbers of patients – type of work undertaken – practice hours of the VDP’s surgery.

Can accommodation be offered? (This is a great advantage.) Is there a possibility of the VDP remaining as an associate after the year’s vocational training finishes? Any personal touch that might mark out your details from other similar description.

The Area
Description of village/town/city – amenities – recreation – culture – sporting facilities – surrounding area – access to other parts of region/London. Be poetic!

The Interview
Please specify arrangements for interviews:
• by phone – give numbers and hours to contact;
• by CV – and short-list with interview days;
• by fax or e-mail – give available contacts.

Notes for Completion
These notes are to be read in conjunction with the Trainer Application Form; Part 1 and Part 2. The application form is designed to allow the Selection Committee to make their assessment of each application with the most suitable
information before them. The form may seem to be long and complex, but in fact much of the information needed is straightforward.

Before you complete the form, please read it through thoroughly and carefully. Many of the questions that may arise from the application are probably dealt with at the beginning of this Application Form. However, if there are any points which do need further explanation please contact either your VT Administrator direct, or the Adviser who is associated with the Scheme for which you apply. The relevant names, addresses and telephone numbers are given on page 40.

There are certain essential items of documentation which are required, not only for this application, but also to ensure compliance with your GDS terms of service. **You must have them available for verification at the practice visit.**

At the visit, the Adviser, who will be accompanied by another dental practitioner, will wish to see the practice running, and will wish to verify some aspects of your application. **Thus it will be necessary for you to put aside 2 hours of your time for this visit.** It will be necessary to see all areas of the practice in addition to the proposed VDP’s surgery. The visitors will also need to see some patient record cards selected at random by the visitors, some recent radiographs, and the appointment books.

**Points for Discussion**

During the visit, the Adviser will have several items of VT policy and information to discuss with you. At this stage, if there are any queries please feel free to discuss them with the Adviser. A list of the points that the Adviser will probably bring up is as follows:

**Clinical Policy**
- Clinical Freedom, NHS treatment, Private Treatment.
- Practice Policy.
- Materials: Choice, availability.

**Workload**
- Full range of GDS treatment available to the VDP.
- Appropriate work available to the VDP.
- Where are patients to be obtained - Existing book? New book? Transfer of patients?

**Administration**
- Collection of patient charges, Private Fees, Salary.
- VDP involvement in management issues.

**Trainer Commitment**
- Open access arrangements.
- Tutorial arrangements.
- Professional Development Portfolio.
- Day Release Course.
- Discipline.

**VDP**
- Contract.
- Surgery time and surgery availability.
- Clinical supervision.

When the visit is completed, the Adviser will summarise his findings on a record form and will give you a copy. This will be put before the Selection Committee. A copy of the summary form is at the end of this book.
Vocational Training in the NHS Primary Care Dental Services April 08

The following increases to salaries, grants and service costs have occurred:

TRAINEE SALARY
£2,449.00 per month from 1 April 2008

TRAINER GRANT
£735.00 per month from 1 April 2008

SERVICE COSTS
£5,210.00 per month from 1 April 2008

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VDP’s salary

<table>
<thead>
<tr>
<th>VDP’s Gross pay</th>
<th>Superannuation Deduction (6.5%)</th>
<th>Net pay for Income tax</th>
<th>National Insurance Employee’s Contribution Contracted-out (CA39) Table D (based on gross pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2449.00</td>
<td>£159.19</td>
<td>£2289.81</td>
<td>£186.52</td>
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BSA payment to Trainer from April 2008

<table>
<thead>
<tr>
<th>Training grant</th>
<th>£735.00</th>
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</thead>
<tbody>
<tr>
<td>VDP’s salary</td>
<td>£2449.00</td>
</tr>
<tr>
<td>(Deduct VDP’s Superannuation Contribution)</td>
<td>- £159.19</td>
</tr>
<tr>
<td>Service costs</td>
<td>£5210.00</td>
</tr>
<tr>
<td>Total (not including Employer’s NIC reimbursement)</td>
<td>£8234.81</td>
</tr>
</tbody>
</table>

The NI contributions quoted above are at contracted out rates from Table D. The code number for “Contracted-out Health Service Workers” (ECON) is E3900000M, and the NHS Scheme Contracted-out number (SCON) is S2730000B.
FULL-TIME VOCATIONAL TRAINING IN THE GENERAL DENTAL SERVICES

This is a nationally agreed standard Trainee’s Contract and it should not be amended

Document G

Trainee’s Contract

THIS AGREEMENT is made the ________________ day of ______________________ 20 _

BETWEEN ___________________________ of ___________________________

Dental Surgeon (“the Trainer”) of the

one part and ___________________________

Dental Surgeon (“the Trainee”) of the

other part.

WHEREAS the parties are both duly qualified and

registered Dental Surgeons, the Trainer being in general
dental practice at ____________________________, which will be

the Trainee’s normal place of work.

WHEREAS this contract of employment applies exclusively
to arrangements made under the national dental vocational
training scheme in England and Wales, to which nationally
agreed standards apply.

WHEREAS the national dental vocational training scheme
is intended to introduce the trainee to general dental practice
in a protected environment while enhancing skills

WHEREAS both the Trainer and the Trainee have entered
into educational agreements with the [ ] Deanery

WHEREAS the Trainer has been approved as a Trainer in
General Dental Practice and the Trainee wishes to enter
employment on a dental vocational training programme with
the Trainer

AND WHEREAS the parties hereto agree to establish this
contract upon the terms and conditions hereinafter
mentioned.

NOW IT IS HEREBY AGREED as follows:

1. The Trainer will employ the Trainee and the Trainee will

   serve the Trainer as an assistant in the said practice to
   the best of his/her ability and will do his/her best to
   promote the interests of the Trainer and to serve the
   patients of the practice.

2. 1 Subject as hereinafter provided (and in particular

   subject to earlier termination as provided in clause 2(2)
   below) this agreement shall start on the ________ day
   of _______ 20 _, and shall automatically
   terminate on the ________ day of _______ 20_.

2. 2 Notwithstanding clause 2.1 above this agreement may

   be terminated at any time by either party giving one
   month’s notice in writing to the other.

3. During the continuance of this employment the Trainer

   shall pay to the Trainee a salary at the rates laid down
   from time to time in Determination IV of the Statement
   of Dental Remuneration payable to General Dental
   Practitioners under the National Health Service.

   Payments will be made in arrears by monthly
   instalments on the ________ day of each calendar
   month.

4. The Trainee will be subject to the NHS Superannuation

   Regulations and the Trainer will account to the proper
   authority for all contributions and other payments for
   which the Trainee is liable under the said Regulations.

5. During the period of the employment both parties shall

   at their own expense be members of a recognised
   medical defence organisation.

6. During the continuance of this employment the

   Trainer shall:

6. 1 work in the same premises as the Trainee in a surgery
   to which the Trainee has sufficient access to allow
   him/her to fulfil his/her obligations under the contract,
   for not less than 3 days per week;

6. 2 be available to the Trainee for guidance in both clinical
   and administrative matters;

6. 3 provide reference material for the use of the Trainee;

6. 4 allow and require the Trainee to attend the appropriate

   study day course of approximately 30 days in the year
   arranged by the Regional Adviser/VT Adviser in
   General Dental Practice;

6. 5 provide weekly tutorials for the Trainee, such tutorials

   to take place during normal practice hours and to be
   of a minimum of one hour’s duration;

6. 6 provide the Trainee with satisfactory facilities to comply

   with health and safety and infection control standards
   as contained in the BDA’s Advice Sheet A12 Infection
   control in dentistry, including an adequate supply of
   handpieces and instruments sufficient to allow them to
   be sterilised between patients

6. 7 provide the Trainee with relevant opportunities so that

   a wide range of NHS practice is experienced and so
   that as far as is reasonably possible the Trainee is fully
   occupied;

6. 8 provide the Trainee with administrative support and full-

   time assistance of a suitably experienced Dental
   Nurse;

6. 9 complete the Professional Development Portfolio

   provided by the Postgraduate Dental Dean or
   Regional Adviser/VT Adviser in General Dental
   Practice;

6.10 inform the Postgraduate Dental Dean forthwith and in

   writing if the circumstances of either the Trainer or the
   Trainee change in such a way as to alter the contract
   of employment;

6.11 fulfil the obligations and responsibilities of trainers in

   the national Dental Vocational Training Scheme in
   England and Wales as contained in the Trainer’s
   educational agreement with the Deanery

7. During the continuance of this employment the

   Trainer shall:

7. 1 fulfil and obey all lawful and reasonable directions and

   orders of the Trainer and not at any time except in the
   case of illness or other unavoidable cause or permitted
   holidays be absent from the service of the Trainer
   without the Trainer’s consent;

7. 2 work cooperatively with colleagues in the practice, in

   particular with the dental nurse assigned to him/her;

7. 3 keep proper accounts of all professional visits, fees

   paid, all patients attended, operations performed
   including prosthetic work and all other business done
   by him/her for the Trainer and of all monies received
   and forthwith pay all monies so received to the Trainer
FULL-TIME VOCATIONAL TRAINING IN THE GENERAL DENTAL SERVICES
This is a nationally agreed standard Trainee’s Contract and it should not be amended

7.15 fulfil the obligations and responsibilities of trainees in
7.14 inform the Postgraduate Dental Dean and Trainer of
7.13 undertake such educational studies as may be
7.12 maintain and complete the Professional Development
7.11 attend weekly tutorials with the Trainer
7.10 attend such study day courses as are set out in the
7.9 in relation to any patient treated by the Trainee or
desiring to be treated by the Trainee under the National Health Service comply insofar as possible with the Terms of Service applicable to dentists under the provision of the National Health Service (General Dental Services) Regulations then in force;
7.8 observe and conform to the provisions of the Dentists Act 1984 so far as they relate to the Trainee or his/her employment and observe and conform to all the laws and customs and reasonable standards of practice of the dental profession;
7.7 not whether during or after his/her employment
disclose any professional secrets or any confidential information with respect to the Trainer or his/her family, patients, practice, or affairs or any directions given to him/her by the Trainer; such confidential information to include patient records, details of appointments, and financial information relating to the Trainer or practice;
7.6 unless as part of the training course, not normally attend any patient or perform any operation or prosthetic work for any person other than the Trainer nor on his/her own account either carry on or be engaged in a dental practice nor accept any part-time or full-time dental appointment whether paid or unpaid or give any dental advice either gratuitously or for reward unless it be with the prior written consent of the Trainer and with the agreement of the Postgraduate Dental Dean;
7.5 keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her;
7.4 devote his/her whole time to the practice of the Trainer during the hours specified in clause 8 below;
7.3 work only on his/her own account as a general dental practitioner or of any practice of general dental practitioners in which the Trainee is a partner, associate, assistant, locum tenens or deputy; and
7.2 the out-of-hours services to be provided by the Trainee are:

8.2

SIGNED by the said Trainer:

In the presence of:

8.1

SIGNED by the said Trainee:

In the presence of:

8.0

AS WITNESS the hands of the parties hereto this day and year first before written.

________________________________________

7.1

________________________________________
FULL-TIME VOCATIONAL TRAINING IN THE GENERAL DENTAL SERVICES
This is a nationally agreed standard Trainee’s Contract and it should not be amended

partner or constitute in any way the relationship of partners between the Trainer and the Trainee.

14. Should you have any query, grievance or complaint regarding your employment or the terms and conditions relating to that employment, you should raise the matter initially with _____. The full procedure is set out in Appendix 1.

15. The full disciplinary rules in place in this practice and are set out in Appendix 2.

16. For the purposes of agreements entered into in Northern Ireland references to the National Health Service shall be construed as reference to Health and Personal Social Services and references to the National Health Service (General Dental Services) Regulations shall be construed as references to the Health and Personal Social Services General Dental Services Regulations (Northern Ireland).

17. In this agreement references to any enactment order regulation or other similar instrument shall be construed as a reference to such enactment order regulation or instrument as amended from time to time or as replaced by any subsequent enactment order regulation or instrument

AS WITNESS the hands of the parties hereto this day and year first before written.

SIGNED by the said Trainer:

________________________________________________________________

In the presence of: ________________________________________________

SIGNED by the said Trainee:

________________________________________________________________

In the presence of: ________________________________________________
Vocational Training Scheme in General Dental Practice

Guidance notes on the VDP/Trainer contract

Introduction

The VDP's Contract has been drawn up by the British Dental Association for vocational training schemes in the UK. It will be used by training practices for agreements entered into on or after 1st July 2005.

The contract has been approved by the defence societies and has been adopted as the national standard. It is a condition of approval as a Trainer by a selection committee that the standard contract is used when the Trainer appoints a VDP. A copy of the signed contract must be deposited with the Postgraduate Dental Dean (Regional Adviser in Scotland). Any variation in the terms of the contract must be notified to the Postgraduate Dental Dean before the VDP is in post.

These notes of guidance will help Trainers and VDPs complete the contract properly, by explaining the terms used and the intentions behind some of the clauses. Misunderstandings can be avoided if both parties make time to think through the terms of the contract in advance. If any questions arise from the contract, advice should be sought from the Postgraduate Dental Dean or Regional/VT Adviser, who in turn may consult the appropriate national vocational training authority or the British Dental Association.

The parties enter into the contract having agreed to abide by the educational agreements that they have each made with the Deanery and mindful of the purpose of vocational training, which is to introduce the VDP to general dental practice in a protected environment while enhancing skills. The principles in these agreements underpin the contract.

A Trainer is an experienced practitioner who has been approved by the relevant local selection committee. The training practice will also have been approved within the training scheme, and training schemes are in turn subject to the approval of the appropriate national vocational training committee. Once the VDP has started work, the Trainer will be paid a grant, and reimbursed the VDP's salary.

It is for the Postgraduate Dental Dean to determine what further training is required if vocational training is incomplete at the end of the contract. If, exceptionally, the training period has to be extended for any reason this should be done by entering into a new contract.

A VDP is appointed by a Trainer solely at the Trainer's discretion. The VDP is the Trainer's employee and works as an Assistant to the Trainer. After the training period is over, the VDP may continue to work in the practice as an Assistant or an Associate, or may move on to another practice.

In extreme circumstances it is possible that approval of the Trainer may be withdrawn. If this happens, every effort will be made to find the VDP a new training practice in order to complete vocational training.

A VDP may have two joint Trainers. A Trainer may occasionally have more than one VDP.

Terminology

A Postgraduate Dental Dean may also be known as the Director of Postgraduate Dental Education. In Scotland a Regional Adviser is known as a Regional General Practice Vocational Training Adviser (RGPVT Adviser). A Vocational Training Adviser (VT Adviser) is known as a General Practice Vocational Training Adviser (GPVT Adviser). References to the Postgraduate Dental Dean should be taken as referring to the RGPVT Adviser. The Scottish and Northern Ireland equivalent of the Primary Care Trust (PCT) is the Local Health Board. In Wales there is an Adviser in General Dental Practice for Wales rather than a Regional Adviser.
Completion of the Contract

Preamble

The preamble places the contract in context and lays down the fundamental principles.

If the VDP is to work at more than one practice location, all of these need to be specified.

Clause 2

The Trainer must inform the Postgraduate Dental Dean (or equivalent) and the PCT of the appointment of a VDP, and the VDP's starting date in the practice. Under NHS Regulations a VDP is an Assistant. The PCT has to be notified of the employment of an Assistant within the first week of employment and of the termination of employment within one week of the Assistant leaving the practice. The agreement automatically terminates after one year. However it can be terminated at any time by giving one month's written notice. If both parties agree, a shorter period of notice or pay in lieu may be given.

Clause 3

The salary is specified in Determination IV of the Statement of Dental Remuneration. During the currency of a training contract the salary may be altered. This is why the contract does not specify the amount of salary. It is for the Trainer and VDP to agree when the salary will be paid but payment at the end of each month's work is normal in salaried employment. The VDP is entitled under employment law to an itemised payslip each month.

Clause 4

This clause may be deleted if the VDP opts out of the NHS Superannuation Scheme. A VDP considering doing so should take appropriate professional advice.

Clause 5

Every practitioner must be protected against professional risks.

Clause 6

(6.5) Exceptionally, tutorials may be provided outside normal hours, when this is appropriate - for example, a session on re-opening a surgery out-of-hours. Tutorials are expected to continue outside normal term time.

(6.9) The Professional Development Portfolio is crucial to the assessment of completion of vocational training and must be maintained carefully. This includes taking part in the self-assessments and final appraisal.

Clause 7

(7.1) The Trainer takes responsibility for the VDP's actions and so the VDP must agree to obey the Trainer's direction; and (7.2) work as a full, cooperative member of the practice team.

(7.3) Any private fees for work done by the VDP will accrue to the Trainer. As it is the NHS's vocational training scheme it is not expected that the VDP will do much private work. No other fees should be paid to the VDP in addition to the salary except any reimbursement of travel costs in respect of domiciliary visits or out-of-hours work.

(7.5) Hours of work must be agreed in advance. It is expected that a VDP will normally work 35 hours a week, exclusive of lunch breaks, including any study day courses. Time off in lieu may be given for out-of-hours work.

(7.6) Any employment undertaken by the VDP in addition to the contract must not impinge on the VDP's commitment to vocational training nor compromise the VDP's ability to complete vocational training. The VDP may do locum work, for instance, or take part in an emergency rota, when appropriate, if he/she fulfils the regulations stipulated to work on the rota.

(7.7) This clause is not intended to prohibit sharing of confidential information between Trainer and VDP during and as part of weekly tutorials.

(7.10) A VDP has to make a commitment to the course, just as a Trainer must undertake to attend courses under his/her contract with the Postgraduate Dental Dean. The VDP will not take holidays which clash with study days, so absence from the study day course is acceptable only on grounds of illness or other unavoidable cause.

(7.13) A VDP will be expected to attend additional studies, for example as a result of not being able to attend a study day because of illness.

Clause 8

If a VDP agrees to work on a public holiday, he or she should be given a day's leave in lieu.
Clause 9

Four weeks' leave means twenty working days.

Clause 10

A note on statutory sick pay appears at the end of these notes.

In case of frequent absences the Trainer may ask for medical evidence for periods of absence of less than seven calendar days.

Any leave in addition to the normal holiday entitlement and reasonable sickness can only be taken with the agreement of the Trainer and the Regional or VT Adviser. Otherwise the contract must be terminated.

Clause 11

In addition to statutory maternity leave, the VDP has the right to reasonable time off with pay to receive antenatal care and to attend antenatal classes. The clause assumes that the VDP will not receive full pay for the 26-week period. BDA advice sheet D9 “Employees’ Maternity Arrangements and Pay” gives further information on maternity rights. Absence due to maternity should be treated like any other absence from the scheme: the period of training missed should be made up afterwards.

Clause 12

This clause is to protect the Trainer's goodwill after the VDP's departure. It can only be waived by the Trainer and a VDP must note that he/she is under a legal obligation to observe whatever restrictive covenants (binding out arrangements) are entered into. The reference to 'Assistants' includes the VDP. In other words, the VDP should not accept anyone who was treated by himself/herself at the training practice.

Questions and Answers

What can be deleted from the contract?

Amendment of the terms of this nationally agreed contract is not permitted.

What can be added to the contract?

In theory, anything which does not negate the other clauses. Both sides should take advice prior to the drawing up of additional clauses and should notify the Postgraduate Dental Dean of the changes they intend to make.

What if there are joint Trainers?

They should each enter into the contract with the VDP and will be jointly and severally liable for training. The VDP must be clear who is responsible for his/her training at any one time, or in any one place.

What about sick leave?

The VDP may be entitled to statutory sick pay and the Trainer should inform the Dental Practice Board/Health Board/Central Services Agency of any sums received under SSP: reimbursement of the salary may, in certain circumstances, be defrayed by the amount of SSP received. See also the note at the end of this guidance.

What about maternity leave?

26 weeks' absence is allowed under clause 11 in addition to four weeks' normal leave. Maternity leave is counted separately from sick leave. The VDP continues to receive her salary, but if she is entitled to statutory maternity pay, the Trainer should inform the Health Board/Dental Practice Board/Central Services Agency of any sums received under SMP. Female employees have full protection against dismissal on grounds related to pregnancy. Further advice is available from the BDA.

Can the contract be further extended?

No, but a new contract may be entered into for educational or other reasons, as under mandatory vocational training it is important for a VDP to be given every opportunity to complete vocational training. A new contract can only run for a limited period, if permission is given by the Trainer and Adviser and required by the Postgraduate Dental Dean.

Who is clinically responsible?

The VDP is engaged on the understanding that he/she is skilled to perform certain duties and will do so with reasonable professional care. However, the Trainer as employer takes full responsibility for the VDP’s acts and omissions. The VDP could appear before the General Dental Council as a fully registered practitioner in, for instance, a case of professional misconduct; and could be removed from the PCT list.
How should forms be completed?

Forms should be completed under the Trainer's number with the VDP's suffix. The VDP should sign the forms 'pp' the Trainer's name. The VDP may prescribe in the same way as the Trainer, using the Trainer's stamp on the appropriate form.

What about patient charges?

The Trainer will be responsible for charges not collected by the VDP.

How does employment law relate to the VDP?

The standard contract complies with the Employment Rights Act 1996 (as amended) (Contracts of Employment and Redundancy Payment (Northern Ireland) Act 1965 as amended). The Trainer's general obligations as an employer will already exist with regard to practice staff.

What about grievance procedures?

Procedures must be established within a practice for dealing with grievances. Any serious difficulties should be referred to the Regional/VT Adviser.

What about insurance?

The Trainer has the normal employer's liability under the Health and Safety at Work Act 1974 (Health and Safety at Work (Northern Ireland) Order 1978).

What is the VDP's tax liability?

The VDP is taxed on a PAYE basis, which the Trainer is responsible for deducting.

What about National Insurance and superannuation?

The Trainer is responsible for the employer's NI contribution and for deducting the employee's contribution from the VDP's pay. If the VDP is a member of the NHS Superannuation Scheme, six per cent of the VDP's pay will be deducted at source and NI will be deducted at the lower contracted-out rate.

For More Information

NHSBSA Dental Practice Division
Compton Place Road
Eastbourne
East Sussex BN20 8AD Tel: 01323 433550

Committee on Vocational Training (Northern Ireland)
C/o Northern Ireland Council for Postgraduate Medical and Dental Education
5 Annadale Avenue
Belfast, BT7 3JH Tel: 028 9049 1731

Scottish Dental Vocational Training Committee
C/o Scottish Council for Postgraduate Medical and Dental Education, 4th Floor,
Hobart House, 80 Hanover Street,
Edinburgh, EH2 1EL, Tel: 0131 220 8607

British Dental Association
64 Wimpole Street,
London, W1G 8YS Tel: 020 7563 4563

British Dental Association (Scottish Office)
Forsyth House Lomond Court
Castle Business Park
Stirling FK9 4TU Tel: 01786 433810
STATUTORY SICK PAY

Statutory Sick Pay (SSP) is the minimum statutory amount payable to an employee who has been absent from work through illness.

Notification

In order to be considered for SSP, an employee should notify the employer of the illness. The employer is entitled to ask for reasonable evidence of incapacity, such as self-certification, for periods of illness lasting fewer than seven days, or a doctor’s note for illnesses of seven days or longer.

Entitlement

An employee who is sick for three calendar days in a row or fewer is not covered by SSP. Under the VDP contract, however, a total of four weeks’ accumulated sick leave is paid at normal salary before SSP applies. There are rules governing eligibility for and the amount of SSP payable and for how long, depending upon the amount of sick leave taken in a year and how separate periods of incapacity for work link together. Advice should be taken from the BDA in individual cases.

SSP is subject to NI and tax contributions and is paid when usual salary payments are made, for example weekly or monthly.

Recovering SSP

Employers can seek advice from the BDA and find full details of SSP in the DSS leaflet CA 35/36. The Inland Revenue website is also very useful:

http://www.inlandrevenue.gov.uk/employers
Trainer Handbook 2009 – 2010
DATES FOR YOUR DIARY

If you are not currently a trainer you may wish to attend the ‘So you want to be a Trainer?’ course.

The closing date for the Trainer Application Form is Friday 31st October 2008.

IMPORTANT MEETINGS
Important dates for August 2009 VT Scheme:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>So you want to be a Trainer? Course. Prospective new applicants should attend.</td>
<td>13 October 2008</td>
<td>George Pickering Education Centre, John Radcliffe Hospital, Oxford</td>
</tr>
<tr>
<td>Book online at <a href="http://www.nesc.nhs.uk">www.nesc.nhs.uk</a></td>
<td>16 October 2008</td>
<td>Room 1, The Education Centre, Royal Hampshire Hospital, Winchester</td>
</tr>
<tr>
<td>Practice visit (if applicable)</td>
<td>January/ February 2009, date &amp; time to be advised</td>
<td>Practice</td>
</tr>
<tr>
<td>Recruitment &amp; Selection Workshop (All Trainers are required to attend a workshop every 3 years).</td>
<td>12 February 2009</td>
<td>Milton Hill House, Steventon, Oxon</td>
</tr>
<tr>
<td>Book online at <a href="http://www.nesc.nhs.uk">www.nesc.nhs.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NESC South (Winchester) Scheme Selection Committee</td>
<td>2 December 2008</td>
<td>The Holiday Inn, Eastleigh</td>
</tr>
<tr>
<td>NESC North (Northampton) Scheme Selection Committee</td>
<td>3 December 2008</td>
<td>Prince William Postgraduate Centre, Kettering General Hospital</td>
</tr>
<tr>
<td>NESC Central (Oxford) Scheme Selection Committee</td>
<td>5 December 2008</td>
<td>Magdalen Centre, Oxford Science Park</td>
</tr>
<tr>
<td>NESC East (Slough, Berkshire) Scheme Selection Committee</td>
<td>12 December 2008</td>
<td>John Lister Postgraduate Centre, Wexham Park Hospital</td>
</tr>
</tbody>
</table>

All appointed trainers must attend the following in 2009/2010:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training the Trainers Residential Course</td>
<td>7 &amp; 8 May 2009</td>
<td>TBC</td>
</tr>
<tr>
<td>Developing Dental Educators Course – Course 3 Part 1 (previously known as New Trainers &amp; Prospective Trainers Course) Unless already attended an earlier course</td>
<td>20 &amp; 21 May 2009 (Residential)</td>
<td>Oxford Thames Four Pillars Hotel, Oxford</td>
</tr>
<tr>
<td>Part 2</td>
<td>24 June 2009</td>
<td>Milton Hill House, Steventon, Oxford</td>
</tr>
<tr>
<td>Part 3</td>
<td>8 July 2009</td>
<td>Milton Hill House, Steventon, Oxford</td>
</tr>
<tr>
<td>First day release (if applicable)</td>
<td>6 August 2009</td>
<td>TBC</td>
</tr>
<tr>
<td>Lake Vyrnwy Residential Course (if applicable)</td>
<td>13 – 15 September 2009 TBC</td>
<td>Lake Vyrnwy, Wales</td>
</tr>
<tr>
<td>Trainers’ Meetings</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>Training the Trainers Residential Course</td>
<td>May 2010</td>
<td>TBC</td>
</tr>
<tr>
<td>End of year Presentation Dinner</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>Practice Name</td>
<td>Address</td>
<td>Date of Visit</td>
</tr>
<tr>
<td>---------------</td>
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<td>---------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deanery Visitors</th>
<th>Section Score</th>
<th>Suggested Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1 PRACTICE FACILITIES

#### Cleanliness
- Dust, dirt, or clinical waste/materials spillage in clinical areas, patient or staff toilet areas.
- All areas visibly clean, dust and dirt free.
- All areas visibly clean. Evidence of frequent checks of cleaning standards.

Circle one: 1 2 3

#### Décor and Flooring
- Porous, unsealed flooring in clinical and toilet areas. Torn or worn flooring in any area. Non-slip-proof flooring in any areas. Non-washable décor in clinical and toilet areas. Peeling, torn, chipped paint or wallpaper. Out of date or poor quality poorly affixed posters and information leaflets. Broken / torn curtains or blinds.
- Sealed washable flooring in clinical areas. No evidence of stained, torn or worn flooring in any area. All surfaces well decorated. Clinical and toilet areas with washable surfaces. Well presented legible and current posters and information.
- Sealed washable and slip proof flooring in clinical and toilet areas. Suitable flooring in all areas. Slip proof stair treads. Freshly decorated. Well presented, legible and current posters and information in languages appropriate to practice patient base.

Circle one: 1 2 3

### 2 DISABILITY DISCRIMINATION ACT COMPLIANCE

- No DDA audit completed. No arrangements for disabled patients of practice.
- DDA Audit completed. Clear lighting and signs for visually impaired. Arrangements for access for patients in wheelchairs etc.
- DDA Audit completed and action plan implemented. Clear lighting and signs for visually impaired. Arrangements for wheelchair access. PAT slide/hoist if in-surgery access.

Circle one: 1 2 3

When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery
### 3 CROSS INFECTION AND DECONTAMINATION

| A12 guidelines not completely followed in all areas of practice. | A12 guidelines completely followed in all areas of practice. Separate disinfection and sterilization room/area. Vacuum sterilizer/ Automatic Washer - Disinfector. Needle stick Injury guidelines displayed in surgery. | Circle one | /12 |

#### 4 HEALTH AND SAFETY

(See List below)

| All currently required documentation not available or up to date at time of visit | All currently required documentation available and up to date at time of visit | All currently required documentation available and up to date at time of visit. System in place to audit, reference, and update documentation | Circle one |

### DOCUMENTATION TO BE COLLATED IN ADVANCE AND AVAILABLE FOR INSPECTION AT PRACTICE VISIT BY DENTAL PRACTICE ADVISER.

<table>
<thead>
<tr>
<th>Health and Safety in the workplace and radiological protection</th>
<th>Date of most recent/checked</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety poster on display</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice policy on Health and Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autoclave maintenance &amp; inspection - written scheme of examination, and inspection certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compressor maintenance &amp; inspection - written scheme of examination, and inspection certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas cylinders storage and servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire equipment maintenance and training record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Protection registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freedom of Information Act registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Inspection Council for Electrical Installing Contracting (NICEIC) test certificates: Portable electrical equipment (recommended 3 yearly) Installed electrical equipment (as per manufacturers instructions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public liability insurance certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery.
<table>
<thead>
<tr>
<th>Requirement</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employers liability insurance certificate displayed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business waste contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical waste contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer notes for hazardous waste disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COSHH assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiation protection complies with IRMER and completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local rules for radiographic equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice policy of RIDDOR regs (Reporting of Injuries, Diseases and Dangerous Occurrences regulations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident book (data protection compliant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercury spillage kit available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid box – last checked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fully trained appointed person/first-aider: Name</td>
<td></td>
<td>Date of training</td>
</tr>
<tr>
<td>Security of drugs and prescription pads kept on premises:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locked cupboard   Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-house complaints system notice for patients and nominated person   Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Untoward accident reporting policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratories registered with MHRA certificate's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing Rights Licence and/or TV Licence (if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery
### 5 MEDICAL EMERGENCIES

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Basic Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No BLS training in last 12 months. Oxygen, drugs not checked within last month. Insufficient equipment available.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All staff have had verified BLS training within last 12 months. System in place to check oxygen drugs and equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualified BLS trainer in practice. Semi automatic defibrillator available and staff trained in use.</td>
<td></td>
<td></td>
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<tr>
<td>Circle one</td>
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</tr>
</tbody>
</table>

**First Aid**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>No named First Aider, First aid kit not adequately stocked.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Named First Aider has received verified training. First Aid Kit checked.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Named First Aider and Deputy have received verified training within last 12 months.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle one</td>
<td></td>
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</tr>
</tbody>
</table>

### 6 HUMAN RESOURCES MANAGEMENT

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Practice Development Plan and staff training programme</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Development Plan and staff training and induction programmes not available.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of staff training and induction programmes in place to meet statutory requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recent Practice Development Plan and regular staff induction and training programmes in place. All dental nurses qualified or enrolled on formal training programme leading to registration.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Circle one</td>
<td></td>
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</tbody>
</table>

**Appraisals and personal development plans**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>No appraisals or personal development plans available. CPD records of Trainer do not meet GDC requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual appraisals for some staff in place. Current Personal Development Plan for trainer available. GDC annual CPD requirements for Trainer have been met for last 5 years.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All staff have received training in appraisals, are appraised annually and have active personal development plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle one</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**HR Policies**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No written references sought when appointing clinical staff. No checks made of Dentist/PCD registration status. No contracts of employment for staff.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two written references taken when appointing clinical staff. Checks made of Dentist/PCD registration status. Written contract of employment for all staff.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full range of HR Policies available. Job Descriptions and Person Specifications available for all staff. Appointment and Annual system of registration checks. Written contracts of employment Associate agreements for all staff.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle one</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Check Certificates to confirm indemnity cover for dentists/therapists/hygienists?</strong></td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Staff Meetings</strong></td>
<td>Irregular or no staff meetings take place or meetings not documented</td>
<td>Regular (more than every 2 months)</td>
<td>Regular minuted staff meetings involving all staff. Agendas and minutes available to all.</td>
</tr>
<tr>
<td><strong>7 PATIENT EXPERIENCE</strong></td>
<td></td>
<td>/15</td>
<td></td>
</tr>
<tr>
<td><strong>Treatment Charges</strong></td>
<td>No information displayed or available on NHS or private treatment options and charges. Receipts not issued.</td>
<td>NHS Charges displayed in patient areas. FP17 DC used</td>
<td>Receipts issued. Practice policy on NHS and Private charges and examples of fees displayed in patient areas. DC forms routinely given to patients requiring Band</td>
</tr>
<tr>
<td><strong>Complaints</strong></td>
<td>No complaints policy. No named complaints lead. Complaints Poster not displayed</td>
<td>Complaints policy available. Named complaints lead. Complaints recorded.</td>
<td>Complaints policy displayed with named complaints lead. Audit of recorded verbal and written complaints and recorded changes to</td>
</tr>
<tr>
<td><strong>Privacy Dignity and Confidentiality</strong></td>
<td>No private area for confidential phone calls.</td>
<td>Private area for phone calls</td>
<td>Separate private non-clinical area to discuss treatment options or confidential matters</td>
</tr>
<tr>
<td><strong>Patient Information</strong></td>
<td>Practice Information Leaflet does not comply with NHS requirements and has not been updated for more than 12 months</td>
<td>Practice Information Leaflet updated within 12 months and complies with NHS requirements</td>
<td>Practice Information leaflet clear, easy to read accurate up to date and gives all required information</td>
</tr>
<tr>
<td><strong>Referrals</strong></td>
<td>Referrals made without use of pro forma. Letters not copied to patients.</td>
<td>Use of (mandatory) form when making referrals including treatment plan and charges. Referral letters copied to patients</td>
<td>Choice of specialist referrals for patients with differing needs either within practice or to convenient primary and secondary care centres.</td>
</tr>
</tbody>
</table>

Page 5 of 9

*When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery*
## 8 PATIENT RECORDS MANAGEMENT

<table>
<thead>
<tr>
<th>Clinical records</th>
<th>Records do not meet FGDP guidelines. Paper records only.</th>
<th>Records comply with FGDP Guidelines</th>
<th>Fully computerized patient records and linked storage of digital radiographs, photographs etc. Regular audit of records</th>
<th>Circle one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check MH forms updated and signed plus consent forms available?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiographs</td>
<td>X Rays not properly recorded justified developed or stored. Practice does not meet IRMER guidelines</td>
<td>Practice Meets IRMER Guidelines X Ray incident Book available</td>
<td>Regular audit of radiographs and processing.</td>
<td>Circle one</td>
</tr>
<tr>
<td>Clinical protocols available? Patient Advice Sheets? Consent Forms?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 9 QUALITY ASSURANCE SYSTEMS

<table>
<thead>
<tr>
<th>Certificate of compliance with NHS Quality Assurance System not displayed in patient area.</th>
<th>Certificate of compliance with NHS Quality Assurance System displayed in patient area.</th>
<th>Practice has achieved external quality award e.g. BDA Good Practice Award Investors in People ISO 9000</th>
<th>Circle one</th>
</tr>
</thead>
</table>

## 10 VDP SURGERY AND SUPPORT

<table>
<thead>
<tr>
<th>VDP Surgery size, layout and availability.</th>
<th>Inadequately sized surgery. No access to wash basin on operator side Unsuitable for 4- handed low-seated dentistry. Cluttered work surfaces</th>
<th>Adequately sized surgery Access to wash basin on operator side. Suitable for low seated 4-handed dentistry, Clear work surfaces</th>
<th>90+ sq feet Adjustable for differing operator preferences left or right-handers, differing needs Ample low level storage on non- operator side. Same surgery available for VDP at all times. Same surgery for 4 days per week, excluding study days. (same surgery in 2 sites if split week)</th>
<th>Circle one</th>
</tr>
</thead>
</table>
| Equipment, surgery stock and ordering for VDP | Fewer than required/insufficient range of instruments  
Severely limited range of materials. VDP not able to request materials.  
Out of date materials  
No stock control system evident in VDP surgery | Required number/range of instruments  
Adequate range of materials available. VDP able to request alternative instruments and materials | More than required number/range of instruments.  
Clear policy about request for stock and decisions. VDP able to request and receive feedback within specified period.  
Computerized stock ordering/stock control system in place. | Circle one  
1 2 3 |
| VDP /Trainer Surgery Location and Trainer availability | VDP and Trainer's surgery/office not in same location for 3 days per week excluding study days.  
No other dentist on site if Trainer absence of more than 2 days in any week during the first 3 months.  
No on site cover for holidays of more than 1 week. | VDP and Trainer's surgery/office in same building as Trainer for 3 days per week excluding study days.  
Other dentist on site during Trainer absence of more than 2 days in any week.  
Telephone advice available when VDP alone.  
On site cover for holidays/absence. | VDP and Trainer's surgery/office adjacent to Trainer's surgery/on same floor at all times.  
At least one other dentist available on site at all times when trainer absent | Circle one  
1 2 3 |
| VDP Patient List | Insufficient patient supply – Fewer than 500 patients  
Average 10 per day booked or less  
Next available routine appointment less than 1 week.  
Excessive patient supply- More than 1000 patients  
Average 20 per day booked or more  
Next available routine appointment more than 1 month | VDP Patient list of 500-800 patients new/existing/regular/occasional, Existing VDP/Associate Patient list will transfer. Most ages of patients and treatment types available. Some specific or non-generalist treatment exclusions permissible (e.g. orthodontics, sedation, non–NHS treatments) | Full range of ages and treatments. Opportunity to see specific patient groups/treatment types by internal referral. | Circle one  
1 2 3 |
<table>
<thead>
<tr>
<th>Access to study facilities and equipment</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Few / out of date text books and journals. No camera. No separate quiet area for private study. No access to stand alone PC and CAL/CD ROM programs in practice.</td>
<td>Access to clinical camera. Range of up to date textbooks and journals and CAL/CD ROM programs with access to Stand alone PC in practice. Quiet area for private study available.</td>
<td>VDP has own e mail account with full internet access in surgery and in private study area. Practice has good range of Text Books Journals and CAL/CD ROM programs. Intra oral and clinical camera available to VDP.</td>
</tr>
<tr>
<td>Access to clinical camera. Range of up to date textbooks and journals and CAL/CD ROM programs with access to Stand alone PC in practice. Quiet area for private study available.</td>
<td>VDP has own e mail account with full internet access in surgery and in private study area. Practice has good range of Text Books Journals and CAL/CD ROM programs. Intra oral and clinical camera available to VDP.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dental Nurse Support</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unqualified dental nurse with less than 12 months full time experience. More than 2 dental nurses per week for VDP.</td>
<td>Dental nurse with at least 12 months experience enrolled on formal DNART/ NVQ/NEBDN training programme. Maximum of 2 different dental nurses per week for VDP.</td>
<td>Single dedicated, qualified dental nurse with experience of successfully supporting a VDP.</td>
</tr>
<tr>
<td>Dental nurse with at least 12 months experience enrolled on formal DNART/ NVQ/NEBDN training programme. Maximum of 2 different dental nurses per week for VDP.</td>
<td>Single dedicated, qualified dental nurse with experience of successfully supporting a VDP.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circle one</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
</table>

When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery.
### SUMMARY SHEET

<table>
<thead>
<tr>
<th>Practice Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Visit</th>
<th>Deanery Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Overall Comments

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Areas below required standard</th>
<th>SCORE</th>
<th>Recommendations for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PRACTICE FACILITIES</td>
<td></td>
<td>/6</td>
<td></td>
</tr>
<tr>
<td>2 DISABILITY DISCRIMINATION ACT COMPLIANCE</td>
<td></td>
<td>/3</td>
<td></td>
</tr>
<tr>
<td>3 CROSS INFECTION AND DECONTAMINATION</td>
<td></td>
<td>/12</td>
<td></td>
</tr>
<tr>
<td>4 HEALTH AND SAFETY</td>
<td></td>
<td>/12</td>
<td></td>
</tr>
<tr>
<td>5 MEDICAL EMERGENCIES</td>
<td></td>
<td>/12</td>
<td></td>
</tr>
<tr>
<td>6 HUMAN RESOURCES MANAGEMENT</td>
<td></td>
<td>/12</td>
<td></td>
</tr>
<tr>
<td>7 PATIENT EXPERIENCE</td>
<td></td>
<td>/15</td>
<td></td>
</tr>
<tr>
<td>8 PATIENT RECORDS MANAGEMENT</td>
<td></td>
<td>/6</td>
<td></td>
</tr>
<tr>
<td>9 QUALITY ASSURANCE SYSTEMS</td>
<td></td>
<td>/3</td>
<td></td>
</tr>
<tr>
<td>10 VDP SURGERY AND SUPPORT</td>
<td></td>
<td>/18</td>
<td></td>
</tr>
</tbody>
</table>

Practices will not be approved for Foundation Training until all areas below required standard have been satisfactorily addressed.

<table>
<thead>
<tr>
<th>TOTAL SCORE</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>/99</td>
</tr>
</tbody>
</table>
Vocational Trainer Selection in NESC

All trainers will initially be selected by assessment of practice facilities, trainer ability and potential, assessed by CV and interview.

From March 2008 there will be 3 levels of trainer/training practices:

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>MINIMUM LEVEL</th>
<th>ESSENTIAL</th>
<th>MINIMUM MEASURABLE STANDARDS</th>
<th>EVIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual</td>
<td>Entry Level</td>
<td>• experience</td>
<td>• minimum 4 years post initial GDC registration</td>
<td>• application, PCT and BSA reports as specified. For application statements for year ended March 2008.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NHS commitment</td>
<td>• UDAs 1500 – personal UDA commitment, no contract exclusions. Joint trainers must both reach minimum</td>
<td>• visit &amp; report (PCT/DRS if less than 3 years)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• practice facilities</td>
<td>• meet NHS requirements</td>
<td>• Deanery visit and report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• clinical governance</td>
<td>• meets Deanery educational requirements</td>
<td>• DPA visit &amp; report, clinical audit verification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• professionalism</td>
<td>• meet NHS requirements</td>
<td>• visit &amp; report, interview, references – PCT/BSA/GDC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• educational support/potential</td>
<td>• demonstrates professional values, no adverse reports</td>
<td>• visit &amp; report, interview, CV, references</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• lifelong learning</td>
<td>• demonstrate understanding of VT aims &amp; objectives/learning resources available</td>
<td>• appointment, interview, GDC annual return, PDP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• workload &amp; variety</td>
<td>• agree to attend all of Deanery Developing Dental Educators Course and have started by September 2009</td>
<td>• appointment books and practice visit report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• meets all GDC CPD requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• VDP able to carry out a full range of clinical procedures for a wide range of patients receiving NHS care</td>
<td></td>
</tr>
<tr>
<td>CONTRACT</td>
<td>LEVEL</td>
<td>CRITERION</td>
<td>MINIMUM MEASURABLE STANDARDS</td>
<td>EVIDENCE</td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>-----------</td>
<td>------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>2. 3-yearly</td>
<td>Enhanced Trainer Level</td>
<td>• NHS commitment</td>
<td>• UDAs 3000 – personal UDA commitment maintained throughout period of approval as a trainer, no contract exclusions. Joint trainers must both reach minimum</td>
<td>application, PCT/DRS report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• communication e.g. tutorials</td>
<td>• complies with current NESC guidance for trainers</td>
<td>VT Adviser report, VDP feedback, portfolio, year end report from VDP interview by Dean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• continued educational delivery</td>
<td>• have demonstrated work place education &amp; open door policy support for trainee, weekly tutorials &amp; availability to trainee for support</td>
<td>VDP feedback, portfolio, VT Adviser report, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• practice management</td>
<td>• have demonstrated practice management system in place/designated practice manager. Evidence that VDP is involved in practice management</td>
<td>PCT reference, VDP feedback &amp; questionnaire, portfolio, visit &amp; report, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• trainer support</td>
<td>• will have attended verifiable CPD in dental education (NESC entry level by 2009)</td>
<td>VDP feedback, practice assessment, CPD verification, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• experience</td>
<td>• entry level criteria must also be met</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 3 years as a trainer</td>
<td></td>
</tr>
<tr>
<td>CONTRACT</td>
<td>LEVEL</td>
<td>CRITERION</td>
<td>MINIMUM MEASURABLE STANDARDS TRAINERS</td>
<td>EVIDENCE</td>
</tr>
<tr>
<td>----------</td>
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<td>---------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>3. 3 Years</td>
<td>Enhanced Training Practice</td>
<td>• NHS commitment</td>
<td>• personal UDA commitment of 3000 maintained throughout period of approval as a trainer, no contract exclusions. Joint trainers must both reach minimum 1500. Practice total commitment of 6000 minimum excluding VT UDAs for duration</td>
<td>• application, PCT/DRS report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• training commitment</td>
<td>• Enhanced Trainer (can be additional trainer at entry level or enhanced) plus lead trainer (enhanced)</td>
<td>• recommendation from PCT, in depth practice visit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• additional training capacity (VT/DCP), surgeries &amp; trainers</td>
<td>• transfers for 3 years minimum</td>
<td>• application, visit &amp; report, interview, references</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• practice management</td>
<td>• practice training &amp; development policies in place</td>
<td>• application, interview, references</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• training development</td>
<td>• minimum 3 surgeries</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• leadership</td>
<td>• BDA Good Practice or IIP award or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• experience</td>
<td>• lead trainer enrolled on formal educational programme leading to Cert Med Ed or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• lead trainer demonstrates professional leadership by involvement in Deanery/NHS/ professional committees and activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• lead trainer meets requirement for enhanced trainer</td>
<td></td>
</tr>
</tbody>
</table>

PMETB Generic Standards for Training 2007
NHS Identity Scheme for Dental Practices DH 2007
VOCATIONAL TRAINER PERSON SPECIFICATION AND SHORT LISTING FORM

<table>
<thead>
<tr>
<th>Specification</th>
<th>Essential (Eligibility)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application Form</td>
<td>Copy of current GDC practising certificate</td>
</tr>
<tr>
<td></td>
<td>Copy of current Indemnity Certificate (DPS, MDU/MDDUS, etc)</td>
</tr>
<tr>
<td></td>
<td>Complies with C.P.D. requirements from the G.D.C.</td>
</tr>
<tr>
<td></td>
<td>Personal Development Plan</td>
</tr>
<tr>
<td></td>
<td>CV</td>
</tr>
<tr>
<td></td>
<td>Practice Information Leaflet</td>
</tr>
<tr>
<td></td>
<td>Evidence of personal involvement in Clinical Audit &amp; Peer Review for the last 3 years.</td>
</tr>
<tr>
<td>2. Relevant experience</td>
<td>Personal UDAs from NHS work per annum – 2006/7 reference year:</td>
</tr>
<tr>
<td></td>
<td>1500 (Entry Level)</td>
</tr>
<tr>
<td></td>
<td>3000 (Enhanced Trainer Level)</td>
</tr>
<tr>
<td></td>
<td>6000 (Enhanced Training Practice)</td>
</tr>
<tr>
<td></td>
<td>Performer in Primary Care currently on a PCT Performer List with Primary Care NHS experience of a minimum of 4 years. If joint trainer one can be three years.</td>
</tr>
<tr>
<td>3. Other requirements</td>
<td>Surgery available 35 to 37.5 hours per week</td>
</tr>
<tr>
<td></td>
<td>Trainer in practice 3 days minimum per week</td>
</tr>
<tr>
<td></td>
<td>Satisfactory references from</td>
</tr>
<tr>
<td></td>
<td>GDC  Yes / No / Not received</td>
</tr>
<tr>
<td></td>
<td>PCT  Yes / No / Not received</td>
</tr>
<tr>
<td></td>
<td>BSA  Yes / No / Not received</td>
</tr>
<tr>
<td></td>
<td>Practice within NESC boundary. No applications to other Deaneries.</td>
</tr>
<tr>
<td>Trainer Selection Process</td>
<td>Dates</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>1. Trainer Handbook and Application Form available</td>
<td>1 October 2008</td>
</tr>
<tr>
<td>Sent to existing trainers and interested candidates</td>
<td></td>
</tr>
<tr>
<td>2. 'So you want to be a Trainer?' Course</td>
<td>North</td>
</tr>
<tr>
<td>Information/awareness talk about the application process and role of being a trainer</td>
<td>13 October 2008</td>
</tr>
<tr>
<td>Book online at <a href="http://www.nesc.nhs.uk">www.nesc.nhs.uk</a></td>
<td>South</td>
</tr>
<tr>
<td></td>
<td>16 October 2008</td>
</tr>
<tr>
<td>3. Applications returned to the VT Administrator (See Page 2 of the Application Form)</td>
<td>Closing date 31</td>
</tr>
<tr>
<td></td>
<td>October 2008</td>
</tr>
<tr>
<td>4. Short listing by Deanery</td>
<td>20 November 2008</td>
</tr>
<tr>
<td>5. Invitations to candidates inviting them to interview</td>
<td>24 November 2008</td>
</tr>
<tr>
<td>6. Selection Committee Interviews</td>
<td></td>
</tr>
<tr>
<td>NESC South (Winchester) Scheme Selection Committee</td>
<td>2 December 2008</td>
</tr>
<tr>
<td>NESC North (Northampton) Scheme Selection Committee</td>
<td>3 December 2008</td>
</tr>
<tr>
<td>NESC Central (Oxford) Scheme Selection Committee</td>
<td>5 December 2008</td>
</tr>
<tr>
<td>NESC East (Slough, Berkshire) Scheme Selection Committee</td>
<td>12 December 2008</td>
</tr>
<tr>
<td>7. Appointments subject to satisfactory practice visit</td>
<td>Practice visits to</td>
</tr>
<tr>
<td></td>
<td>take place after</td>
</tr>
<tr>
<td></td>
<td>interviews this year</td>
</tr>
<tr>
<td>8. Recruitment and Selection Workshop</td>
<td>12 February 2009</td>
</tr>
<tr>
<td>(All Trainers are required to attend a workshop every 3 years).</td>
<td></td>
</tr>
<tr>
<td>Book online at <a href="http://www.nesc.nhs.uk">www.nesc.nhs.uk</a></td>
<td></td>
</tr>
<tr>
<td>9. Practice visits</td>
<td>Jan/Feb 2009 Date</td>
</tr>
<tr>
<td></td>
<td>and Time to be</td>
</tr>
<tr>
<td></td>
<td>advised</td>
</tr>
<tr>
<td>10. Confirmation of appointments</td>
<td>End of February 2009</td>
</tr>
</tbody>
</table>