INFORMATION FOR TRAINER APPLICANTS – PLEASE READ FIRST

Have you considered becoming involved in Vocational Training?

We are looking for suitable practices and practitioners for the NESC (NHS Education South Central) 2010 - 2011 Dental Therapist Vocational Training Scheme, starting in September 2010.

The Scheme:
- The TVT will be employed in the training practice 3 days a week (one of which to be a Thursday) for a full year
- The TVT will attend the educational programme as organised by NESC, this will involve one study day per month and attendance at the International Dental Conference in Chicago 2010. The total number of study days during the year is approximately 16, although may be subject to change by the Postgraduate Dental Deanery.
- The TVT trainer is required to provide at least 20 1 hour tutorials during the year
- The TVT trainer is required to undertake assessment of the TVT using nationally recognised assessment tools provided in the Postgraduate Dental Education Portfolio.
- Scheme start date is September 2010

You must:
- be an experienced dentist/dental therapist with high clinical and ethical standards
- have been working in NHS primary care for at least four years as a performer
- have a personal annual contract value of a minimum of 1500 UDAs for the financial year 08/09.

You will be expected to:
- provide a dedicated surgery and suitably experienced/registered nurse for a Dental Therapist Vocational Trainee for 24 hours per week (3 full days, one to include a Thursday) for 48 weeks of the year to treat adults and children under the NHS
- be available in your practice when the TVT is in practice to advise and assist the TVT
- provide a one hour tutorial twice each month during practice hours
- 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
As a TVT Trainer you will receive:

- £4500 p.a. for service costs
- a training grant, currently £3000 p.a.
- reimbursement of 50% of TVT’s salary (3 days pro rata) £7748.70 p.a.

(These are 09/10 figures, due for review in April 2010)

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

Miss Kira Stearns  Dental Therapist Vocational Training Adviser  07949 686 595
Miss Kira Stearns  Dental Therapist Vocational Training Scheme Administrator  01865 740616
What Does A Therapist Do?

Dental therapists prove to be a valuable asset in most practices as they can carry out a wide range of routine dentistry. Therapists who graduated after 2003 are qualified to carry out the following procedures:

- Intra and Extra Oral Assessment
- Indices
- Application of medicaments to teeth, such as fluoride
- Emergency Temporary Replacement of Crowns
- Dental Health Education
- Fissure sealants
- Dental radiographs
- Impressions
- Infiltration and Inferior Dental Block Anaesthesia
- Supragingival Debridement
- Subgingival Debridement
- Restorations (not involving the pulp) in Deciduous and Permanent teeth
- Class I-V Cavity Preparations
- Use of all materials except pre cast or pinned restorations
- Pulp Therapy of Deciduous Teeth
- Placement of Pre Formed Crowns on Deciduous Teeth
- Extraction of Deciduous Teeth

A dental therapist qualified before 2003 will be required to undertake additional postgraduate training for extended duties in order to carry out all procedures listed above.

A registered dentist must first examine the patient and provide a written treatment plan which clearly states items of treatment to be carried out by the dental therapist. This treatment plan can be as prescriptive as the dentist wishes to make it.
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### STAFF CONTACTS

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# Application to be a Trainer

## Sequence of Events

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
<td>Trainer Handbook &amp; Trainer Application Form</td>
</tr>
<tr>
<td>Application</td>
<td>Complete Trainer Application Form and return to the TVT Scheme Administrator by <strong>Thursday 18 February 2010 along with your Practice Advert.</strong></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 TVT surgery.</td>
</tr>
<tr>
<td>Selection</td>
<td>Usually twelve places only are available so selection is competitive. The Selection Committee’s decision is final. There is no right of appeal.</td>
</tr>
<tr>
<td></td>
<td>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>
</tr>
</tbody>
</table>
Overview of the Scheme

The NESC Region's Dental Therapists Vocational Training Scheme is a course designed for newly qualified Dental Therapists to experience NHS Primary Dental Care. TVT's will be appointed to experienced Trainers for a period of 12 months, and will attend the Day Release Course, usually on Thursday.

How the Scheme Is Organised

The scheme is entirely funded by the NHS. The TVT year includes: experience gained in practice (3 days a week), working alongside an approved Trainer and the educational input at the Day Release Course. Courses will be of 12 month duration, commencing on 1st September; and normally there will be a maximum of 12 TVT’s.

Appointment of Foundation Dentists (DF1s)

TVT’s will be appointed via a Deanery matching scheme. The Trainer will have the opportunity to advise which potential TVT’S they would be happy to work with, from a pre-selected cohort. They will receive a salary from the Trainer, which is reimbursed at a rate of 50% through the Deanery.

The Scheme start date is 1st September. This start date is non-negotiable. Trainers need to be present and available throughout the first month when TVT’s require additional support and supervision.

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

Appointment of Trainers

TVT Trainers will be appointed by the NESC Trainer Selection Committee following interview. 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 38-39). This figure is subject to alteration by the Deanery.

Facts on Finance

On appointment Trainers will receive a training allowance in monthly instalments in arrears which will include the Trainer’s grant, TVT’s salary and Service Costs.

Day Release Course – Normally held on Thursdays

Financial Details from 1st April 2009

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainer’s Grant</td>
<td>£3,000 per annum</td>
</tr>
<tr>
<td>TVT’s Salary</td>
<td>£7748.70 (Trainer will make up the remaining 50%)</td>
</tr>
<tr>
<td>Service Costs</td>
<td>£4,500 per annum</td>
</tr>
</tbody>
</table>

(These are 09/10 figures, due for review in April 2010)
Appointment of TVT Trainers

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

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 the TVT under the terms of the agreed contract and before he/she starts work to deposit a copy of the signed contract of employment with the Deanery postgraduate office and to obtain prior to and during the appointment the approval of the Deanery to any variations to the contract of employment.

- Work in the same premises as the TVT, in a surgery to which he/she has close proximity and access for the TVT, for not less than three days a week (one of which should be the study release day on a Thursday).

- Provide the TVT with adequate administrative support and the fulltime assistance of a suitably experienced dental nurse.

- Conduct an initial PDP (Postgraduate Dental Education Portfolio) interview to identify the trainee’s strengths and weaknesses and draw up a development plan. (PDP is the Postgraduate Dental Education Portfolio in TVT training).

- Be available for guidance in both clinical and administrative matters and provide help on request or where necessary.

- Prepare and conduct regular 2 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 TVT to attend the study day 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 TVT is fully occupied.

Assess and monitor the TVT’s progress and professional development using the Postgraduate Dental Education Portfolio (PDP) and any other material provided for this purpose, to give feedback and to liaise with the Adviser as necessary.

Ensure that the TVT’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 TVT in the practice and during the training period, as required.

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 TVT within the practice. (Journals, CD Roms, books, Department of Health documentation, etc).

Advise on the final certification of the TVT’s completion of training. Inform the PGDD (in writing) if the circumstances of either yourself as the Trainer, the TVT or the practice change in such a way as to alter the contract of employment between yourself and the TVT.

Provide e-mail linking for TVT and Trainer with the Postgraduate Dental TVT Office and TVT Adviser.

To pay the TVT’s salary on the date agreed on the Contract.

Obligations of a TVT

Work as an employee for the duration of the Vocational Training year under the terms of the agreed contract.

Take up the TVT placement once accepted, enter into the 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 fortnightly tutorials within normal practice hours (such tutorials to be of at least one hour’s duration and recorded in the PDP).

Diligently attend the study Day 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 practise 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 for additional monies within or outside the practice whilst working within the terms of the TVT 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 practise 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 TVT. 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 the TVT Adviser if you require clarification.

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum (it is advantageous, but not essential, to have achieved BDA Good Practice status). 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)
2. Adequate supply of NHS patients for TVT.
3. The TVT’s 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 PCT for references.

DEANEY RECOMMENDATIONS REGARDING WORKING PATTERNS

- Working hours and patterns should be agreed prior to the commencement of the Vocational Training year and any changes notified to the Adviser.
- TVT’s should not work more than five hours without a break.
- At least 21 hours of work per week should be dedicated to providing treatment under the nGDS

PREMISES

The training practice will provide a dedicated surgery for use by the TVT. The surgery must be available during normal working hours. 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 TVT surgery should be capable of adaptation to accommodate both left and right-handed operators.

EQUIPMENT

The TVT’s surgery will be equipped with the full range of instruments necessary to provide all routine dental treatment permitted under the scope of practice as a dental therapist. It is expected that there will be enough sterile instruments instantly available to provide treatment, and comply with A12 Infection Control Guidelines.

Handpieces
It is suggested that a minimum of three air-rotors and three contra-angle handpieces are available in the TVT’s surgery.

X-ray Equipment
An intra-oral x-ray set will be permanently accessible, either in the TVT’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 TVT 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 while the TVT is present (excluding holidays which must not exceed four weeks (pro rata) 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 September.

Workload
The practice must provide enough patients for the TVT 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 TVT should not be expected to carry an excessive workload.

Record Keeping
Records should be clear, legible and contemporaneous. BPE 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 TVT Adviser is available to help you. An early discussion could save you a considerable amount of money and possible embarrassment!
Practice Advert for TVT Selection

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

We aim for a standard format for all practice descriptions to make it easier for applicants to compare practices. Consequently please follow the guidelines when writing your practice description. Remember that this will be the potential TVT'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. Please include an image/photograph to accompany your description.

You will be sent an email with a link to complete your practice advert online.

Practice Advert Guidelines

The Picture
No larger than 100 bytes.

Practice Address
Address and main telephone number of practice only.

The Trainer/s
Name, where and when qualified, special interests, why they want a TVT, any previous experience of Vocational or Foundation Training.

The Practice
Location – 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.

Days/Hours of Work
TVTs particularly wish to know this.

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

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

Can accommodation be offered? (This is a great advantage.) Is there a possibility of the TVT remaining as a therapist 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!
Application Form

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 handbook. However, if there are any points which do need further explanation please contact either your TVT Scheme Administrator or the TVT Adviser.

Practice Visit

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 TVT’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.

During the visit, the Adviser will have several items of TVT 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 within the scope of a dental therapist available to the TVT.
- Appropriate work available to the TVT.
- Where are patients to be obtained?

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

**Trainer Commitment**
- Open access arrangements.
- Tutorial arrangements.
- Postgraduate Dental Education Portfolio.
- Day Release Course.
- Discipline.

**TVT**
- 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.
TRANEER SALARY
£1,291.45 per month from 1 April 2009
£15,497.40 per year from 1 April 2009

TRAINER GRANT
£250.00 per month from 1 April 2009
£3,000.00 per year from 1 April 2009

SERVICE COSTS
£375.00 per month from 1 April 2009
£4,500.00 per year from 1 April 2009

TVT’s salary monthly

<table>
<thead>
<tr>
<th>TVT’s Gross pay</th>
<th>National Insurance Employee’s Contribution Contracted-out (CA39) Table D (based on gross pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£1291.45</td>
<td>£75.87</td>
</tr>
</tbody>
</table>

Monthly payment to Trainer from April 2009

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training grant</td>
<td>£250.00</td>
</tr>
<tr>
<td>TVT’s salary (50% of 3 day pro rata + NIC)</td>
<td>£681.76</td>
</tr>
<tr>
<td>Service costs</td>
<td>£375.00</td>
</tr>
<tr>
<td><strong>Total including Employer’s NIC reimbursement</strong></td>
<td><strong>£1306.76</strong></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.
Trainee’s Contract

THIS AGREEMENT is made the ________________ day of ________________ 20 __

BETWEEN _________________________________ of ________________________________

_____________________________________________Dental Surgeon (“the Trainer”)
of the one part and _________________________________ of ______________

_____________________________________________Dental Therapist (“the Trainee”)
of the other part.

WHEREAS the parties are both registered and enrolled with the General Dental Council, 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 NESC dental therapist vocational training scheme

WHEREAS the purpose of the dental therapist vocational training scheme is to enhance clinical and administrative competence and promote high standards and 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 Oxford Deanery

WHEREAS the Trainer has been approved as a Trainer in General Dental Practice and the Trainee wishes to enter employment on the dental therapist 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 employed therapist 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 1st day of September 2009 and shall automatically terminate on the 31st day of August 2010.

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 the Agenda for Change pay rates (pay band 6, spinal point 23) under the National Health Service. Payments will be made in arrears by monthly instalments on the ______ day of each calendar month.

4. During the period of the employment both parties shall at their own expense be members of a recognised medical defense organisation.

5. **During the continuance of this employment the Trainer shall:**

5.1 work in the same premises as the Trainee in a surgery to which the Trainee has sufficient access to allow him/her to fulfill his/her obligations under the contract, for not less than 3 days per week; (one of which should be the study release day on a Thursday).

5.2 be available to the Trainee for guidance in both clinical and administrative matters;

5.3 provide reference material for the use of the Trainee;

5.4 allow and require the Trainee to attend the appropriate study day course of approximately 12 days in the year arranged by the TVT advisor;

5.5 provide at least 30 tutorials for the Trainee, such tutorials to take place during normal practice hours and to be of a minimum of one hour’s duration;

5.6 provide the Trainee with satisfactory facilities to comply with health and safety and infection control standards as contained in the Department of Health’s guidance HTM 01-05 including an adequate supply of handpieces and instruments sufficient to allow them to be sterilised between patients

5.7 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;

5.8 provide the Trainee with administrative support and full-time assistance of a suitably experienced Dental Nurse;

5.9 complete the Training Portfolio provided by the Postgraduate Dental Dean or TVT Advisor;
5.10 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;

5.11 fulfill the obligations and responsibilities of Trainers in the Dental Therapist Vocational Training Scheme as contained in the Trainer's educational agreement with the Deanery

6. During the continuance of this employment the Trainee shall:

6.1 fulfill 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;

6.2 work cooperatively with colleagues in the practice, in particular with the dental nurse assigned to him/her;

6.3 keep proper accounts of all professional visits, fees paid, all patients attended, 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 Training Practice or as the Trainer and/or Practice owner may direct;

6.4 keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her;

6.5 devote his/her whole time to the practice of the Trainer during the hours specified in clause 7 below

6.6 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;

6.7 observe and conform to the GDC guidance for dental professionals 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;

6.8 attend such study day courses as are set out in the published programme and shall not except in case of illness or other unavoidable cause absent himself/herself from any such course without the previous consent both of the Trainer and TVT Advisor

6.9 attend regular tutorials with the Trainer

6.10 maintain and complete the Training Portfolio provided by the Postgraduate Dental Dean or TVT Advisor;

6.11 undertake such educational studies as may be reasonably advised from time to time by the TVT Advisor;

6.12 inform the Postgraduate Dental Dean and Trainer of any alteration in his/her circumstances which might affect this contract of employment;

6.13 fulfill the obligations and responsibilities of trainees in the dental vocational training scheme as contained in the Trainee’s educational agreement with the Deanery
7.1 The Trainee is normally required to work during the following hours:

7.2 [insert out-of-hours if applicable]

8.1 The Trainee shall be entitled to 4 weeks’ holiday, plus bank holidays, with full pay during the period of twelve months in the practice and pro rata for shorter periods. Such holidays shall be taken at the times agreed between the parties.

8.2 Where employment ends or is terminated or if the Trainee chooses to leave the practice, a payment will be made on a pro-rata basis in respect of any accrued holiday entitlement that has arisen in the relevant leave year but has not been taken on the date of termination.

8.3 A deduction will be made from the Trainee’s final pay on a pro-rata basis for any holiday taken in excess of their entitlement in that leave year, at the date of termination.

9. If absent due to sickness the Trainee will be entitled to statutory sick pay entitlements. If the Trainee is unable to attend work, for any reason whatever, they must contact the practice at the earliest possible time on the first day of absence and not later than ……………[time] to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.

10. The Trainee shall be entitled to 52 weeks’ maternity/adoption leave and 39 weeks’ maternity/adoption pay or two weeks’ paternity leave/pay as the case may be. During a period of maternity leave, the Trainee’s entitlements under paragraph 9 to paid holidays and under paragraph 10 to paid sickness leave will accrue. Subject to her entitlement to Statutory Maternity Allowance the Trainee shall be entitled to 90% of her earnings for the first 6 weeks and for the remaining 33 weeks she shall be entitled to Statutory Maternity Allowance only.

* For more information see Statutory Maternity Pay and Maternity Allowance at www.directgov.uk

11. Nothing herein shall entitle the Trainee to any of the rights or expose him/her to any of the liabilities of a partner or constitute in any way the relationship of partners between the Trainer and the Trainee.

12. 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.

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

14. 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.
TVT TRAINER HANDBOOK 2010 - 2011

SIGNED by the said Trainer:

_________________________________________________________________

In the presence of: ________________________________________________

SIGNED by the said Trainee:

_________________________________________________________________

In the presence of: ________________________________________________

SIGNED by the Employer (if not the Trainer):

_________________________________________________________________

In the presence of: ________________________________________________
**Introduction**

It is a condition of approval as a Trainer by a selection committee that this standard contract is used when the Trainer appoints a TVT. A copy of the signed contract must be deposited with the Postgraduate Dental Dean. Any variation in the terms of the contract must be agreed by the Postgraduate Dental Dean before the TVT is in post.

These notes of guidance will help Trainers and TVTs 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/TVT Adviser.

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 therapist vocational training, which is to introduce the TVT 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. Once the TVT has started work, the Trainer will be paid a grant, and reimbursed the TVT's salary.

A TVT is appointed by the Deanery in cooperation with the Trainer. The TVT is the Trainer's employee. After the training period is over, the TVT may continue to work in the practice as an employee, 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 TVT a new training practice in order to complete vocational training.

Exceptionally, a TVT may have two joint Trainers or a Trainer may have more than one TVT with the approval of the Postgraduate Dental Dean/Director.

**Completion of the contract**

**Preamble**

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

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

**Clause 4**

Every practitioner must be protected against professional risks. Trainers should note that they may be liable for the actions and omissions of their trainees, but that their professional indemnity should cover their defence.
Clause 5

(5.9) The Training Portfolio is crucial to the assessment of completion of vocational training and must be maintained carefully by both TVT and trainer. This includes taking part in the assessments and final appraisal.

Clause 6

(6.1) The Trainer is responsible for the fulfilment of the terms of his/her contract with the PCT and so the TVT must agree to obey the Trainer's direction; and

(6.2) the TVT must work as a full, cooperative member of the practice team.

(6.3) Any private fees for work done by the TVT will accrue to the Trainer. As it is the NHS's vocational training scheme it is expected that the TVT will do no more than 3 hours private work in any working week in the VT scheme. No other fees should be paid to the TVT in addition to the salary except any reimbursement of travel costs in respect of domiciliary visits.

(6.5) Hours of work must be agreed in advance. It is expected that a TVT will normally work 21 hours a week, exclusive of lunch breaks, including any study day courses.

Any employment undertaken by the TVT in addition to the contract must not impinge on the TVT’s commitment to vocational training nor compromise the TVT's ability to complete vocational training.

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

(6.8/6.10) A TVT 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 TVT 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.

(6.13) A TVT will be expected to attend additional studies, for example as a result of not being able to attend a study day because of illness and to fund these.

Clause 8
If a TVT agrees to work on a public holiday, he or she should be given a day's leave in lieu.

4 weeks' leave is equivalent to 12 working days. Bank holidays are additional for an employee who works three days a week.

Clause 9
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 TVT Adviser. Otherwise the contract must be terminated.
Clause 10

In addition to statutory maternity leave, the TVT has the right to reasonable time off with pay to receive antenatal care and to attend antenatal classes. BDA advice sheet D9 Employees’ family arrangements and pay gives further information on maternity, adoption and paternity rights. Absence due to maternity/adoption/paternity should be treated like any other absence from the scheme: the period of training missed should be made up afterwards.

Questions and answers

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 TVT and will be jointly and severally liable for training. The TVT must be clear who is responsible for his/her training at any one time, or in any one place.

What about sick leave?

See Appendix 1.

What about maternity/paternity leave?

52 weeks’ absence is allowed under clause 11. Maternity leave is counted separately from sick leave. The TVT continues to receive her salary, but if she is entitled to statutory maternity pay, the Trainer should follow guidance from the relevant agency. (Appendix 1) Female employees have full protection against dismissal on grounds related to pregnancy. Further advice is available from the BDA.

Who is clinically responsible?

The TVT 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 under his/her contract with the PCT for the TVT’s acts and omissions. The TVT could appear before the General Dental Council as a fully registered DCP in, for instance, a case of professional misconduct.

What about patient charges?

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

How does employment law relate to the TVT?

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 Course Organiser/TVT 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 TVT’s tax liability?

The TVT 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 TVT’s pay.

For more information

British Dental Association
64 Wimpole Street, London, W1G 8YS
Tel: 020 7563 4574

APPENDIX 1

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 TVT 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
DEVELOPING DENTAL EDUCATORS COURSES for 2010

Course A
16 & 17 February 2010 – Residential – Oxford Thames Four Pillars Hotel
24 March 2010 – Milton Hill House, Steventon, Oxfordshire
22 April 2010 – Milton Hill House, Steventon, Oxfordshire

Course B
10 & 11 March 2010 – Residential – Oxford Thames Four Pillars Hotel
20 April 2010 – Milton Hill House, Steventon, Oxfordshire
6 May 2010 – Milton Hill House, Steventon, Oxfordshire

This course is mandatory for DF1 Foundation Trainers and Therapist VT Trainers. It would be very suitable for GDPs and DCP’s interested in training at a future time and Educational Supervisors.

This four day course (all four days are mandatory) will be an opportunity for new and experienced trainers in dental education to explore

- the theory of adult learning and its application to dental education
- creative approaches to one-to-one teaching
- practical and effective tools for assessing learning
- tips for successful tutorials

The sessions will be lively and interactive, using case studies and examples from participants’ own practice as dentists and dental educators.

The course will be based on the draft Guidelines for Dental Educators (COPDEND May 2008) and will prepare participants for possible entry to the Oxford Deanery New Trainers Course which leads to the Postgraduate Diploma in Medical Education.

Profile

Dr Katy Newell Jones is a consultant and trainer in education, specialising in health and social care education. As a Principal Lecturer at Oxford Brookes University, she led the learning teaching programmes for health and social care professionals including the MSc Higher Professional Education until March 2007. The MSc course was designed to develop doctors, nurses, midwives and other health professionals as teachers and trainers. Since 2003, Katy has been a course tutor and educational adviser on the Oxford Deanery New Trainers Course and has a range of articles published on learning and teaching including Reframing tension and conflict to maximise learning: The Foundation Years (2008). She was awarded a National Teaching Fellowship by the Higher Education Academy in 2004 for her work on creative approaches to learning and teaching in the UK and overseas.

To book a place contact Brenda Leach at brenda.leach@nesc.nhs.uk.
## Important Dates for 2010-2011 TVT Scheme:

<table>
<thead>
<tr>
<th>Year</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>Trainer Applications for 2010-2011 available on the NESC website with a closing date of 18 February <a href="http://www.nesc.nhs.uk">www.nesc.nhs.uk</a> / Dental School</td>
</tr>
<tr>
<td>2010</td>
<td>18 March, Trainer Selection Committee</td>
</tr>
<tr>
<td></td>
<td>9 April</td>
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<tr>
<td></td>
<td>29 April</td>
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<td></td>
<td>April/May</td>
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<td></td>
<td>13 May</td>
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<td></td>
<td>5 July</td>
</tr>
<tr>
<td></td>
<td>September</td>
</tr>
<tr>
<td>2011</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>March</td>
</tr>
</tbody>
</table>
All potential Trainers must attend the following in 2010 – 2011:

<table>
<thead>
<tr>
<th>2010</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 11 February Morning session for new & existing trainers with new trainers only staying on for the afternoon session | Recruitment & Selection Workshop  
Venue: Milton Hill House, Steventon, Oxon  
*Mandatory to attend this course every 3 years (in line with PMETB)*  
*Book online at [www.nesc.nhs.uk]/Dental School/Dental Courses* |
<p>| 16 &amp; 17 February | Developing Dental Educators Course (Course A)                           |
|             | 16 &amp; 17 February 2010 – Residential – Oxford Thames Four Pillars Hotel  |
|             | 24 March 2010 – Milton Hill House, Steventon, Oxfordshire              |
|             | 22 April 2010 – Milton Hill House, Steventon, Oxfordshire             |
|             | <em>It is mandatory that all Trainers, both for joint trainers, attend one of our Developing Dental Educators Course unless on a Cert Med Ed course.</em> |
|             | To book your place please contact Brenda Leach at <a href="mailto:brenda.leach@nesc.nhs.uk">brenda.leach@nesc.nhs.uk</a> |
| <strong>March</strong>   |                                                                     |
| 10 &amp; 11 March | Developing Dental Educators Course (Course B)                           |
|             | 10 &amp; 11 March 2010 – Residential – Oxford Thames Four Pillars Hotel    |
|             | 20 April 2010 – Milton Hill House, Steventon, Oxfordshire             |
|             | 6 May 2010 – Milton Hill House, Steventon, Oxfordshire                |
|             | <em>It is mandatory that all Trainers, both for joint trainers, attend one of our Developing Dental Educators Course unless on a Cert Med Ed course.</em> |
|             | To book your place please contact Brenda Leach at <a href="mailto:brenda.leach@nesc.nhs.uk">brenda.leach@nesc.nhs.uk</a> |</p>
<table>
<thead>
<tr>
<th>Practice Name</th>
<th>Address</th>
<th>Date of Visit</th>
<th>Deanery Visitors</th>
<th>Section Score</th>
<th>Suggested Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/6</td>
<td></td>
</tr>
<tr>
<td><strong>1 PRACTICE FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td>Circle one 1 2 3</td>
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</tr>
<tr>
<td><strong>Cleanliness</strong></td>
<td></td>
<td></td>
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<td>Circle one 1 2 3</td>
<td></td>
</tr>
<tr>
<td>Dust, dirt, or clinical waste/materials spillage in clinical areas, patient or staff toilet areas.</td>
<td>All areas visibly clean, dust and dirt free.</td>
<td>All areas visibly clean. Evidence of frequent checks of cleaning standards.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Décor and Flooring</td>
<td></td>
<td></td>
<td></td>
<td>Circle one 1 2 3</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>2 DISABILITY DISCRIMINATION ACT COMPLIANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td>Circle one 1 2 3</td>
<td></td>
</tr>
<tr>
<td>No DDA audit completed. No arrangements for disabled patients of practice.</td>
<td>DDA Audit completed. Clear lighting and signs for visually impaired. Arrangements for access for patients in wheelchairs etc.</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
#### 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 clean and dirty zones marked in all surgeries. | A12 guidelines audited. Fully HTM01-05 compliant. 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 /12 |

#### 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>
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<tr>
<td>Gas cylinders storage and servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire equipment maintenance and training record and fire risk assessment completed</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>
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<tr>
<td>Public liability insurance certificate</td>
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</tbody>
</table>
## Health and Safety in the workplace and radiological protection

<table>
<thead>
<tr>
<th>Description</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
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<td>Employers liability insurance certificate displayed</td>
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<td>Business waste contract</td>
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<tr>
<td>Clinical waste contract</td>
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<td></td>
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<tr>
<td>Transfer notes for hazardous waste disposal</td>
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<tr>
<td>Risk assessment</td>
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</tr>
<tr>
<td>COSHH assessments</td>
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<td></td>
</tr>
<tr>
<td>Radiation protection complies with IRMER and completed</td>
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<td></td>
</tr>
<tr>
<td>Local rules for radiographic equipment</td>
<td></td>
<td></td>
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<tr>
<td>Practice policy of RIDDOR regs (Reporting of Injuries, Diseases and Dangerous Occurrences regulations)</td>
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<td></td>
</tr>
<tr>
<td>Accident book (data protection compliant)</td>
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</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>
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<td></td>
</tr>
<tr>
<td>Date of training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security of drugs and prescription pads kept on premises, control of drugs register</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>
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<td></td>
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</table>
### 5 MEDICAL EMERGENCIES

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Life Support</strong></td>
<td>No BLS training in last 12 months. Oxygen, drugs not checked within last month. Insufficient equipment available.</td>
<td>All staff have had verified BLS training within last 12 months. System in place to check oxygen drugs and equipment. Qualified BLS Trainer in practice. Semi automatic defibrillator available and staff trained in use.</td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td>No named First Aider, First aid kit not adequately stocked</td>
<td>Named First Aider has received verified training. First Aid Kit checked</td>
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</tbody>
</table>

### 6 HUMAN RESOURCES MANAGEMENT

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Development Plan and staff training programme</strong></td>
<td>Practice Development Plan and staff training and induction programmes not available.</td>
<td>Evidence of staff training and induction programmes in place to meet statutory requirements. 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>
</tr>
<tr>
<td><strong>Appraisals and personal development plans</strong></td>
<td>No appraisals or personal development plans available. CPD records of Trainer do not meet GDC requirements.</td>
<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. All staff have received training in appraisals, are appraised annually and have active personal development plans. All staff contracts to contain protected learning time.</td>
</tr>
<tr>
<td><strong>HR Policies</strong></td>
<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>Two written references taken when appointing clinical staff. Checks made of Dentist/PCD registration status. Written contract of employment for all staff. 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>
</tr>
<tr>
<td><strong>Check Certificates to confirm indemnity cover for Dentists/therapists/hygienists?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td><strong>7 PATIENT EXPERIENCE</strong></td>
<td></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 Receipts issued</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>
</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>
</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>
</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>
</tr>
</tbody>
</table>
## 8 Patient Records Management

| Clinical records | Records do not meet FGDP guidelines. Paper records only. | Records comply with FGDP Guidelines | Fully computerized patient records and linked storage of digital radiographs, photographs etc. | Circle one | /6 |

| Check MH forms updated and signed plus consent forms available? | Yes | No |

| Radiographs | X Rays not properly recorded justified developed or stored. Practice does not meet IRMER guidelines | Practice Meets IRMER Guidelines | Regular audit of radiographs and processing. | Circle one |

| Clinical protocols available? Patient Advice Sheets? Consent Forms? | Yes | No |

## 9 Quality Assurance Systems

| Certificate of compliance with NHS Quality Assurance System not displayed in patient area. | Certificate of compliance with NHS Quality Assurance System displayed in patient area. | Practice has achieved external quality award e.g. BDA Good Practice Award Investors in People ISO 9000 | Circle one |

## 10 DF1 Surgery and Support

| TVT’s Surgery size, layout and availability. | Inadequately sized surgery. No access to wash basin on operator side. Unsuitable for 4-handed low-seated dentistry. Cluttered work surfaces | Adequately sized surgery. Access to wash basin on operator side. Suitable for low seated 4-handed dentistry. Clear work surfaces | 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 TVT at all times. Same surgery for 3 days per week, excluding study days. | Circle one |

| TVT rotates between 2 or more different surgeries on regular basis | TVT rotates between 2 or more different surgeries on regular basis | 1 2 3 |
| **Equipment, surgery stock and ordering for TVT** | Fewer than required/ insufficient range of instruments  
Severely limited range of materials. TVT not able to request materials.  
Out of date materials  
No stock control system evident in TVT surgery | Required number/ range of instruments  
Adequate range of materials available. TVT able to request alternative instruments and materials | More than required number/range of instruments.  
Clear policy about request for stock and decisions. TVT able to request and receive feedback within specified period.  
Computerized stock ordering/ stock control system in place. | Circle one |
| --- | --- | --- | --- | --- |
| **TVT /Trainer Surgery Location and Trainer availability** | TVT 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. | TVT 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 TVT alone.  
On site cover for holidays/absence. | TVT 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 |
| **DF1 Patient List** | Insufficient patient supply –  
Average 10 per day booked or less  
Next available routine appointment less than 1 week.  
Excessive patient supply-  
Average 20 per day booked or more  
Next available routine appointment more than 1 month | 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 |
<table>
<thead>
<tr>
<th>Appointment book well managed, with emergency space and variety of appointments?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access to study facilities and equipment</strong></td>
<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>
</tr>
<tr>
<td><strong>Dental Nurse Support</strong></td>
<td>Unqualified dental nurse with less than 12 months full time experience. More than 2 dental nurses per week for TVT.</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 TVT.</td>
</tr>
</tbody>
</table>

| Circle one | 1 | 2 | 3 |
### SUMMARY SHEET

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

<table>
<thead>
<tr>
<th>Overall Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<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>
<td></td>
</tr>
</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 DF1 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.

**TOTAL SCORE** /99

When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery.
### TVT Trainer Selection in NESC

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

<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.</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>• knowledge of curriculum</td>
<td>• demonstrates professional values, no adverse reports</td>
<td>• visit &amp; report, interview, CV, references</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ability to be an educator</td>
<td>• demonstrate understanding of dental therapist Vocational Training curriculum, aims &amp; objectives/learning resources available</td>
<td>• application form, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• lifelong learning</td>
<td>• written agreement to attend all of Deanery Developing Dental Educators Course prior to commencing as a trainer</td>
<td>• application, interview, GDC annual return, PDP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• workload &amp; variety</td>
<td>• meets all GDC CPD requirements</td>
<td>• appointment books and practice visit report</td>
</tr>
</tbody>
</table>
## DENTAL THERAPIST VT TRAINER PERSON SPECIFICATION AND SHORT LISTING FORM

<table>
<thead>
<tr>
<th>Specification</th>
<th>Essential (Eligibility)</th>
<th>Received</th>
<th>Short Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Application Form</strong></td>
<td>Copy of Practice Information Leaflet</td>
<td>Y/N</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Current CV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal Development Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of current GDC Practising Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of current Indemnity Certificate (DRS, MDU/MDDUS, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of evidence of personal involvement in Clinical Audit OR Peer Review for the last 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of most recent practice visit report from the DPA/DRO within the last 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of evidence of NHS activity and earnings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complies with C.P.D. requirements from the G.D.C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Relevant experience</strong></td>
<td>Personal UDAs from NHS work per annum – 2008/9 reference year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EITHER</strong> by submitting three recent (within the period April – August 2009) consecutive monthly Performer Schedules from the BSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong> Performer End of Year Statement from 2008/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1500 (Entry Level)</td>
<td></td>
<td></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 3 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Other requirements</strong></td>
<td>Surgery available 24 hours (3 days) per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trainer in practice 3 days minimum per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Satisfactory references from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GDC Yes / No / Not received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PCT Yes / No / Not received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSA Yes / No / Not received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice within NESC boundary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAINER SELECTION PROCESS OVERVIEW</td>
<td>DATES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Trainer Handbook and Application Form available</td>
<td>November 2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Recruitment and Selection Workshop (see page 28)</td>
<td>11 February 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Application returned to the TVT Scheme Administrator (address in application form) by the closing date of 18TH February 2010</td>
<td>18 February 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Short listing by Deanery</td>
<td>February 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Invitations to applicants inviting them to interview</td>
<td>February 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. TVT Trainer Selection Committee Interviews (see page 27)</td>
<td>18 March 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Appointments subject to satisfactory practice visit</td>
<td>Practice visits to take place after interviews April/May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Confirmation of appointments</td>
<td>June 2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>