

# Dental Core Training Handbook

Northern Ireland

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NIMDTA

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# Welcome

## By the Associate Postgraduate Dental Dean

It is my pleasure to welcome you to Northern Ireland Dental Core training scheme. I would like to extend my congratulations to each of you for securing a place in this highly competitive and rewarding training pathway. You are joining a training programme that is committed to excellence in clinical practice, personal development and professional integrity. This year will provide you with invaluable opportunities to expand your knowledge, refine your clinical skills and work within multidisciplinary teams across a variety of settings.

In NIMDTA we will work closely with training providers including the educational and clinical supervisors to ensure the best possible training environment and support available throughout your training period. Please take this year to explore your full potential, embrace feedback, and engage fully with your placements and educational sessions. This is your time to build a strong foundation for an impactful dental career. More information about our training programme is available in this handbook together with guidance on some aspects of training that are specific to Northern Ireland.

Finally, I would like to take this opportunity to thank you for choosing the Northern Ireland Deanery as the base for your training and I look forward to getting to know each of you and supporting you this year.



### **Prof Ikhlas El Karim**

#### **Associate Postgraduate Dental Dean**

BDS, FDSRCS (Rest), FFDRCSI, PGCHET, PhD

# The Hospital Dental Team



## **Associate Postgraduate Dental Dean (Hospital)**

Prof Ikhlas El Karim

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## **Training Programme Director (Dental Core Training)**

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# Meet the Dental Team



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# The Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA also seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional and national requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. NIMDTA endeavours to attract and appoint individuals of the highest calibre to recognised training posts and programmes. NIMDTA encourages doctors to train and remain in NI so that Health and Social Care (HSC) has a highly competent medical and dental workforce with the essential skills to meet the changing health needs of its population.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes. NIMDTA supports trainees with the aim of maximising their potential to successfully progress, complete training and be appointed to permanent posts in NI. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that both the training and supervision of trainees support the delivery of high quality safe patient care. NIMDTA provides trainees with a wide range of opportunities to gain experience in leadership, quality improvement, research and teaching.

NIMDTA trains clinical and educational supervisors and recommends them to the General Medical Council (GMC) for recognition of their role. NIMDTA selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the GMC for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA is the Designated Body for doctors in training and has a statutory role in making recommendations to the GMC to support the revalidation of trainees. NIMDTA is also responsible to the GDC for the Standards for Specialty Education. NIMDTA works to the standards in the COPDEND framework for the Quality Development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA has been integrated as lead employer for Doctors and Dentists in training (DDiT) across the HSC. The aim of this service is to provide a high quality continuous employment experience for DDiT.

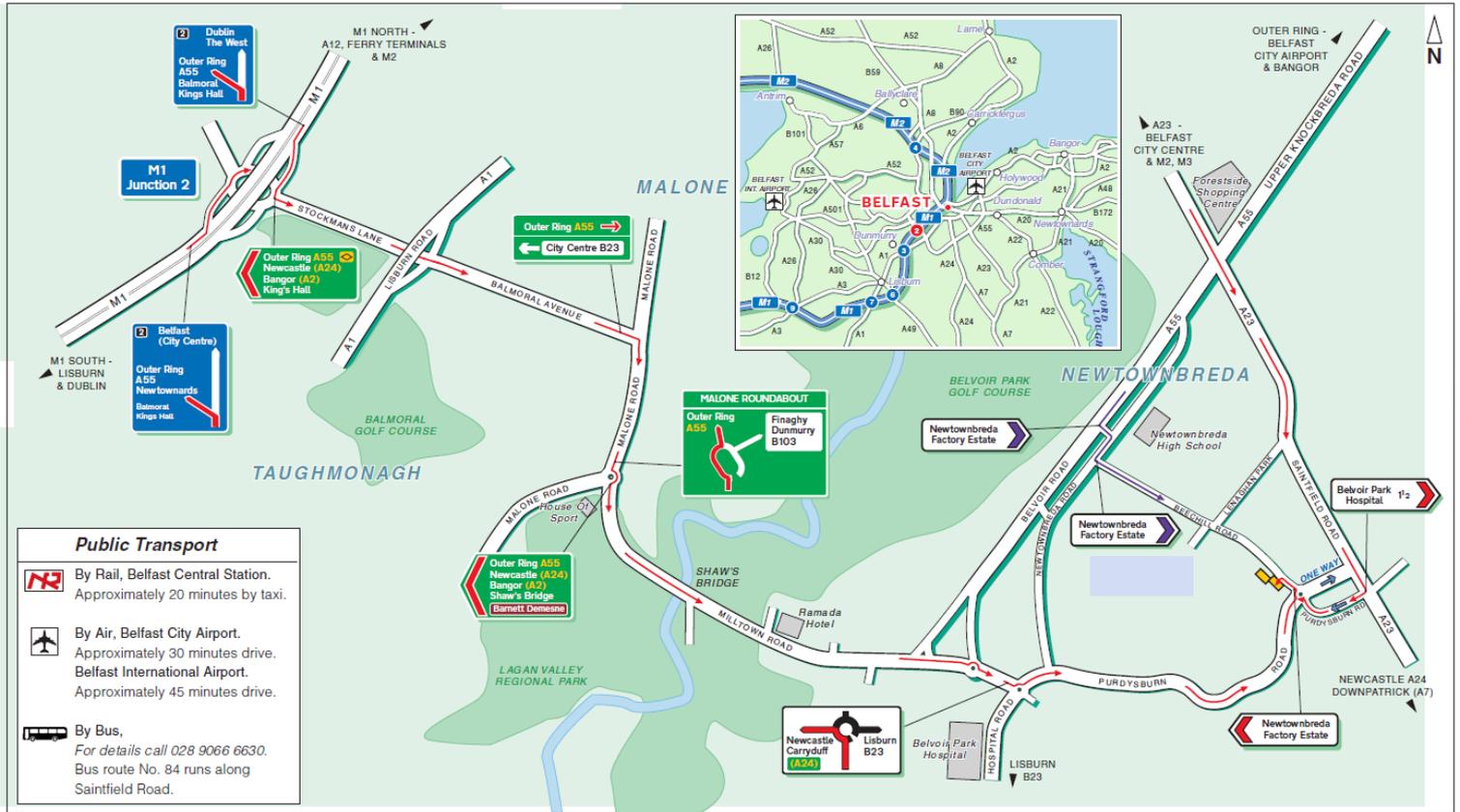
NIMDTA plays a key role in attracting DDiT to the HSC, and in creating an environment where they wish to continue to remain practising within the HSC.

NIMDTA carries out these roles on behalf of the DoH by focusing on the needs of people (population, trainees, trainers and NIMDTA staff), in partnership with key stakeholders and by upholding the HSC Values - openness and honesty, compassion, excellence and working together.

# Where to find NIMDTA

NIMDTA is located at 42 Beechill Road, Belfast, BT8 7RL, please see map below.

Please note that the car park within NIMDTA is for staff members only and we would ask that if you are attending a study day that you park in the Park and Ride at Cairnshill, a 3 minute walk from NIMDTA.



## How to contact us;

The most direct method of contacting your TPD is through the messaging system on ePortfolio or by email: [dcttpd.nimmda@hscni.net](mailto:dcttpd.nimmda@hscni.net); however if there is an urgent matter they can be reached via the Dental team on: 028 95360221/ [dental.nimmda@hscni.net](mailto:dental.nimmda@hscni.net)

Stay up to date with us on social media!  
<https://www.facebook.com/NimmdaDental>

# New to Northern Ireland

Every year NIMDTA welcomes dental graduates from all over the world that come to complete their postgraduate training in Northern Ireland (NI)

Increasing numbers of dental graduates from within the British Isles also choose NI as their preferred place to live, work and train.

Trainees new to Northern Ireland may find the following page on the NIMDTA website helpful: **[New to Northern Ireland](#)**

A recording of the virtual welcome event for trainees new to Northern Ireland can be found at the following link: **[New to NI](#)**

# Health and Social Care in Northern Ireland (HSC)

In England, Scotland and Wales, the National Health Service (NHS) provides health care services while local councils provide social care services. In Northern Ireland these services are combined under what is known as Health and Social Care (HSC). Like the NHS, the service is free at the point of delivery.

## [Health and Social Care in Northern Ireland \(HSC\)](#)

The Department of Health has overall responsibility for health and social care services. The Department is one of nine Northern Ireland Executive Departments: **Department of Health**

In terms of providing services, the Department of Health discharges this duty to the Public Health Agency and a number of other Health and Social Care (HSC) bodies including five trusts. Trusts are the main providers of health and social care services to the public.

- Belfast Health and Social Care Trust
- Northern Health & Social Care Trust
- South Eastern Health & Social Care Trust
- Southern Health & Social Care Trust
- Western Health & Social Care Trust

HSC bodies are accountable to the Department which in turn is accountable, through the Minister, to the Assembly for the manner in which this duty is performed.

The Department of Health's (DoH) mission is to improve the health and social well-being of the people of Northern Ireland.

The Chief Dental Officer (CDO) in NI is Caroline Lappin. The CDO is appointed by the DoH. More information on the role of the CDO can be found at the following link; <https://www.health-ni.gov.uk/articles/role-chief-dental-officer>

The Strategic Planning and Performance Group (SPPG) plans and oversees the delivery of health and social care services for the population of Northern Ireland. This was formerly the Health and Social Care Board (HSCB) and is now part of the DoH. The SPPG have responsibility for the delivery of Health Service Dentistry in NI, which is delivered by General Dental Practitioners (GDPs). <https://online.hscni.net>

All dentists working within NI are required to be included in the NI Dental List, which is managed by the SPPG.

Payments to GDPs and Foundation Dentists in NI are managed by the Business Services Organisation: <https://bso.hscni.net/directorates/operations/family-practitioner-services/dental-services/contractor-information/>

# Health and Social Care in Northern Ireland (HSC)

Please find below a list of some additional organisations responsible to the DoH:

- Business Services Organisation
- Northern Ireland Ambulance Service
- Northern Ireland Blood Transfusion Service
- Public Health Agency
- Regulation and Quality Improvement Authority

## Guidance specific to working in Northern Ireland

### IR(ME)R

Ionising Radiation (Medical Exposure) (Northern Ireland) Regulations 2018 (referred to as IR(ME)R). IR(ME)R 2017 is applicable in England, Scotland and Wales, while IR(ME)R 2018 is applicable in Northern Ireland.

HSCB Letter regarding compliance with IR(ME)R - Legislation

Link to RQIA IR(ME)R Guidance: [RQIA Guidance](#)

### Infection Control

NI infection control manual:

[Basic Principles | PHA Infection Control \(niinfectioncontrolmanual.net\)](#)

### Conscious Sedation

SDCEP guidance [SDCEP Conscious Sedation guidance](#)

# DCT Trust Placements

DCT posts are located in the School of Dentistry, Royal Victoria Hospital, Ulster Hospital and Altnagelvin Hospital. Please click the map icon below for each location.

Venues for study days may vary and will include The School of Dentistry, Ulster Hospital, NIMDTA and venues in Antrim and Newtownabbey.

## Royal Victoria Hospital, School Of Dentistry, Belfast

Royal Hospitals Site  
274 Grosvenor Road  
Belfast  
BT12 6BA  
Tel: 028 9024 0503



## Ulster Hospital

Upper Newtownards Road  
Dundonald  
Belfast  
BT16 1RH  
Tel: 028 9048 4511



## Altnagelvin Area Hospital

Glenshane Road  
Londonderry  
BT47 6SB  
Tel: 028 7134 5171



## Antrim Area Hospital

Bush Road  
Antrim  
BT41 2RL  
Tel: 028 9442 4000



## Craigavon Area Hospital

68 Lurgan Road  
Portadown  
BT63 5QQ  
Tel: 028 3833 4444



## South Eastern Trust Community Dental Services Bangor Community Hospital

Dental Department Parkview Suite  
Castle Street, Bangor, BT20 4TA  
Tel: 028 9151 5461



## The Dunsilly Hotel

20 Dunsilly Road  
Antrim  
BT41 2JH  
Tel: 028 9446 2929



## Lisburn Primary Care Community Centre

Lagan Valley Hospital  
39 Hillsborough Road, Lisburn, BT28 1JP  
Tel: 028 9263 3733



## The Dunadry Hotel

2 Islandreagh Drive,  
Dunadry  
Antrim  
BT41 2HA  
Tel: 028 9443 4343



## Downe Hospital

Dental Department, 2 Struell Wells Road,  
Downpatrick, BT30 6RL  
Tel: 028 4483 8317



## Mossley Mill

Carnmoney Road  
Newtownabbey  
BT36 5QA  
Tel: 0300 1234568



# Single Lead Employer

NIMDTA has been integrated as Northern Ireland's Single Lead Employer for Doctors and Dentists in hospital training (DDiT) across the HSC. The aim of this service is to provide a high-quality, continuous employment experience for DDiT, and reduce duplication of effort as you rotate across different Host Organisations during your training.

As your employer, NIMDTA will oversee the employment relationship and all of your employment needs throughout the duration of your training programme in Northern Ireland.

The SLE Team will be your one point of contact for all employment related matters. The Dental Team will still be responsible for your educational needs.

SLE services include:

- Issuing Contracts of Employment;
- Terms & Conditions and Advice;
- Processing changes to Pay, Banding, Working Hours;
- First point of contact for Pay Queries;
- Absence Management Support;
- Occupational Health & Referrals;
- Maternity, Paternity, Parental leave & Special Leave;
- HRPTS Access;
- Processing Resignations

**You are required to contact the NIMDTA Dental training team, [dental.nimdta@hscni.net](mailto:dental.nimdta@hscni.net), SLE team, [sle@hscni.net](mailto:sle@hscni.net), your Host Organisation and Educational Supervisor to inform them of all absence periods (i.e. sick leave). You must also inform the Dental team and SLE team should you wish to resign from your post during the training year. You will be required to complete a resignation form which will be issued to you.**

Please contact **[SLE@hscni.net](mailto:SLE@hscni.net)** if you have any questions relating to any of the above.

Information in relation to Annual leave, Access to local IT and Patient administration Systems, Car Parking, ID passes, Accommodation etc will be issued to you by the Host Organisation (Trust). A car parking application form (if applicable at your work location) will be provided at your local induction.

# Dental Core Training

## Aims of Dental Core Training

The aims of dental core training are to give a broad range of clinical experience and consequently produce a well-rounded dental practitioner able to work within the wider clinical team.

In addition to gaining valuable experience, training is recorded, assessed and reflected upon by means of a portfolio. There is also a formal study programme arranged throughout the year on relevant topics.

## Dental Gold Guide

A Reference Guide for Postgraduate Dental Core and Specialty Training in the UK. [Dental Gold Guide 2021](#). This guide was published in September 2025 and sets out the arrangements agreed by the four UK health departments for core and specialty dental training programmes. It is maintained by the UK Committee of Postgraduate Dental Deans and Directors (COPDEND) on behalf of the four UK health departments. Dental Core information within the guide is detailed in BLUE text.

## Post ID Number

Each post carries a post identification number and you can ask for this to be given to you. It is not a training number, merely a post identification number.

## Curriculum

The DCT curriculum (revised Dec 2016) is available for download from the COPDEND website; [COPDEND](#)

## On Call

You may be expected to provide on-call cover depending on your post. This may entail overnight residential on-call (with middle grade and consultant cover from home.)

The pattern and frequency will depend on the unit where you work. Details will be provided at your local induction.

## Role of Educational Supervisor and Clinical Supervisor

During your Dental Core Training you will be assigned an Educational and Clinical Supervisor. An Educational Supervisor (ES) is an appointed clinician who is appropriately trained to be responsible for the overall supervision and management of a specified trainee's educational progress during a training placement or series of placements.

A Clinical Supervisor (CS) is an appointed clinician who is appropriately trained to be responsible for overseeing a specified trainee's clinical work and providing constructive feedback. A Clinical Supervisor will oversee clinical work and provide constructive feedback.

## Role of Training Programme Director (TPD)

The Training Programme Director (TPD) is responsible for the day to day management of Dental Core Training schemes.

## **DCT Trainee Representative**

At the beginning of each training year the DCT cohort nominates a trainee representative who will attend the Hospital Dentistry Committee (HDC) as well as the NIMDTA trainee meetings. Trainee representatives can raise issues at the Hospital Dentistry Committee.

Nominated trainees will be required to submit a short statement as to why they should represent their fellow DCTs. Should there be more than one nomination, a vote for the DCT representative will be held in order to appoint to this role.

All dental representatives are invited to attend the Dental Trainee forum, which meets twice a year. One dental representative is also invited to attend the NIMDTA Trainee Forum.

## **Hospital Dentistry Committee (HDC)**

The Hospital Dentistry Committee provides governance and advice on hospital postgraduate training in Dental Core and Dental Specialty. This Committee provides an opportunity for the dissemination of information (local, national, other).

Information shall be provided to the Committee on matters relating to the Hospital Dentistry training scheme for Dental Core Trainees and Dental Specialty Trainees. The Committee will support the Postgraduate Dental Dean in ensuring that all education, training and assessment processes meet with COPDEND and NIMDTA standards.

The DCT representative will attend the meetings of the Hospital Dentistry Committee, which take place twice a year, usually in May and November.

## **National DCT Representative**

The National Advisory Group selects a DCT Representative through expressions of interest by inviting interested DCT3s across the 12 regions in the UK. Details will be passed to trainees when these opportunities arise.

# DCT NIMDTA Induction - Mandatory

NIMDTA have organised a regional DCT Induction on **Tuesday 9 September 2025**. This induction day will be held at Mossley Mill, Newtownabbey BT36 5QA. A second induction day will be held on **Monday 22 September 2025** at NIMDTA, 42 Beechill Road, Belfast BT8 7RL. Further details to follow.

DCTs will receive local induction within their Trust. Details will be sent via the Trust.

The aim of the programme is to help you in the management of all of your patients, but especially those who are inpatients.

Attendance at these induction days is **mandatory**.

Your consultants are already aware of these induction dates but it is important that you remind them of the need to attend this induction as part of the official Study Day programme.

## Care Provision - Patient awareness and Recognition

In the interests of patient awareness and recognition, NIMDTA require that the below actions are undertaken for the duration of your training period.

### Trainee Introduction

When introducing yourself to a patient, please use "Hello my name is" and ensure that you provide your full title of Dental Core Trainee.

<https://www.hellomynameis.org.uk/>

### NIMDTA Lanyards

As part of your induction, NIMDTA will provide you with a Dental Core Trainee lanyard. You must ensure you wear your lanyard at all times within your work place, for the duration of your training.

### Correspondence

Please ensure on all correspondence with end users i.e patient letters that the title of Dental Core Trainee is written out in full and not abbreviated.

# Study Day Programme

A study day programme is in place for Dental Core Training and you are required to attend at least 80% of these days during the year. **Should you be unable to attend a study day NIMDTA must be informed in advance via email, along with the reasons for non attendance.**

Non-attendance will be recorded and monitored by NIMDTA. Should you miss two study days you will receive an email regarding your attendance, noting that missing a third study day will result in a breach of the mandatory 80% attendance. Should you breach 80% mandatory attendance you will be required to make up attendance using your study day allowance for similar courses as those missed and as approved by the Associate Postgraduate Dental Dean/ TPD.

The **NIMDTA Events Booking Platform** is used to manage all Study day details and documentation. You will be invited by email to join. Please update your password on your first log in.

As part of NIMDTA quality assurance and to verify CPD you are required to complete online evaluations of study days. Please complete all evaluation forms within 30 days of the course taking place so that CPD certificates can be issued.

Full programme details are also available via the NIMDTA Events Booking Platform.

Please also note the varied start times for study days. It is your responsibility to check emails and NIMDTA Events Booking Platform for details of each study day.

Please note that it is your responsibility to input, and keep updated, your own information on the booking platform.

If you require any further assistance please contact: Dental Department on 02895 360221.

## DCT2/ DCT3 Study Day Programme

DCT2s / DCT3s who may have attended NIMDTA's DCT study day programme previously can now avail of alternative courses, in agreement with their Educational Supervisor and identified in their PDP at the start of the training year. You may wish to identify alternative courses through the e-learning for healthcare: <https://www.e-lfh.org.uk/>.

Further information is also detailed within the study day programme.

Certificates of attendance from these courses should be uploaded to your ePortfolio and a copy sent to: **dentals.nimdta@hscni.net**

# NIMDTA Policies & Guidance

NIMDTA Training policies and guidance documents are available via:

<http://www.nimdtg.gov.uk/trainee-policies-and-guidance/>

## Less Than Full Time Training

NIMDTA is committed to supporting doctors and dentists in training who find they are unable to work full time. The aims of LTFT training are to:

- retain in the workforce dentists who are unable or do not wish to continue their training on a full-time basis
- promote career development and work/ life balance for dentists training in the HSC
- ensure continued training in programmes on a time equivalence (pro rata) basis

The process for appointment to a training programme is the same for both full-time applicants and those wishing to work less than full-time. Entry is through competition and is judged on merit alone.

For more information on training on a less than full time basis please visit the NIMDTA website:

**Trainee Policies and Guidance - Northern Ireland Medical & Dental Training Agency**  
([nimdtg.gov.uk](http://nimdtg.gov.uk))

# Exam & Study Leave Guidelines for Dentists in Training

The budget for exam and study leave for dental staff in training in Northern Ireland is held by the Northern Ireland Medical and Dental Training Agency.

A limited but generous amount of funding is available to facilitate your training.

- Courses are specified as mandatory, highly recommended or desirable
- Each category has a designated maximum amount available: Mandatory (£1250), highly recommended (£750) and desirable (£250)

Approval will only be granted for recognised and trainee-appropriate courses. If a recognised course is provided in Northern Ireland, applications to attend courses at other centres may not be approved.

The Training Programme Director will approve appropriate applications after local approval from Educational Supervisors.

Please note that Trusts require 6 week's notice and NIMDTA requires 4 week's notice for study leave applications. **Only prospective applications can be considered for funding.**

The study leave team will notify applicants of the outcome of their application. If your application has been approved with funding, claim forms and supporting documentation must be submitted within 3 months of the event taking place. If support is granted to attend a conference you are required to feed back after attendance with your daily attendances and reflections for each session attended. These should be sent to your TPD who will authorise the Study team to pay your expense claims.

## Applications for Study and Examination Leave

Please review NIMDTA's study leave guidelines prior to submission of your study leave request. Requests for professional or study leave should only be made on the appropriate study leave application form. **Apply for Study Leave ([nimdta.gov.uk](http://nimdta.gov.uk))**

# Travel

Travel should be by the most economical means available. Where travel is to the Republic of Ireland, car/ rail travel will be considered. Travel should, whenever possible, be at standard class.

## Claims for Expenses

Applications for study leave entailing reimbursement of expenses must be made on the appropriate form obtainable from the NIMDTA website and must be accompanied by the relevant receipts. Documentation must be submitted within 3 months of the event taking place. Claim forms received after this time period will not be paid.

## Accommodation

The applicants may arrange accommodation, but all claims must be supported by receipts, otherwise payment may not be made. The maximum payable for subsistence is as determined by terms and conditions of service. It is important when requesting leave to attend courses/ meetings that it is clearly identified whether registration fees include provision for meals and accommodation.

## Claims for Mileage Expenses

All claims for mileage expenses incurred from study day attendance must be submitted through the HRPTS Portal.

## Indemnity cover

Please refer to the GDC guidance in relation to your indemnity cover Indemnity ([gdc-uk.org](https://www.gdc-uk.org)). It is important that you have arrangements in place that cover you as a dental professional in all circumstances that arise through your practice.

Please be aware that there are a number of different indemnity arrangements such as; personal cover and NHS or 'Crown' indemnity. There are differences between the types of cover available and you must therefore ensure any cover even if through employer based schemes, NHS or 'Crown' indemnity is appropriate.

You have an obligation as a registrant who is covered by employer-based schemes to check if your cover is appropriate. While employers may provide some cover, the responsibility remains with YOU, the dental professional, to ensure you are covered for all the tasks that you undertake in your practice, including the location you carry out this work and the hours you work. This means being familiar with the detail of these policies and arranging additional cover for any aspect of your practice not covered by your employers policy.

Please be advised that the NHS or 'Crown' indemnity has limitations, and there are circumstances where YOU, the dental registrant, might not be covered by this type of indemnity.

In summary, we emphasise that there are a range of models of indemnity and insurance. The responsibility remains with you, the dental professional, to assure yourself you are adequately covered and complying with the terms of a policy, so that your patients can be compensated in the event of a successful claim.

# Assessment and Appraisal

As DCTs you need to ensure that you have appropriate assessments and appraisals with your supervising consultants in the unit in which you are working. The Personal Development Plan (PDP) should be completed with your ES within the first three weeks of starting your post and evidenced in your ePortfolio.

It is expected that you will have 3 meetings throughout your training year, with your ES.

The curriculum has been designed to help formalise and guide your training year and some training in its use will be provided as part of your induction.

## Dental Core Training Curriculum - COPDEND

# Feedback on Training

NIMDTA feel that it is very important to quality manage the training of dentists.

In light of this we have developed feedback forms for trainees to complete biannually. There is a mid-year questionnaire and an end-of-year training questionnaire to be completed and these are anonymised to allow honest feedback. The mid-year questionnaire is used to give feedback to the trainers in recognition of their high quality training but also to give constructive support to trainers who need to develop their skills as a trainer.

It is vital to have trainee contribution to ensure that we can offer the best training opportunities to trainees in the future. It is a contractual obligation that you complete these during your training year.

We may also request that you contribute to National Training surveys as appropriate, which will help inform the National Advisory Group about the DCT Scheme at a national level.

## Personal Data Use

To find out more on how your data is being used, please see the NIMDTA Privacy Notice available [here](#):

[NIMDTA: Privacy Notice](#)

# ePortfolio

The HEE electronic portfolio was introduced in September 2020. The ePortfolio will record experiences and reflections in addition to completed Supervised Learning Events (SLEs).

The ePortfolio is to assist you in documenting your progress throughout the year leading to the acquisition of competencies beneficial to future jobs. It is the responsibility of the individual trainee to keep their ePortfolio up to date.

Two formal assessments called Interim and Final Reviews of Competence Progression (RCP) will be completed during your training year. Your ePortfolio will be used as evidence to record your progress and will be viewed by the RCP Panel. You will not be required to attend these panels.

The ePortfolio will also form a valuable tool for future recruitment and therefore it is vital that you engage fully with this system.

The ePortfolio is a secure platform but please be mindful it is accessible to many members of the education team, both clinical and administrative, not only in our jurisdiction but also across the nations.

In order to observe GDC standards, any information which passes between dentists and patients in the course of a professional relationship is private, and as you know this is one of the fundamental principles of dental ethics. This is not only a principle of the Data Protection Act but also a GDC principle.

GDC standard 4.2 dictates that you must protect the confidentiality of patients' information and only use it for the purpose for which it was given and in 4.5 it dictates that you must keep patients' information secure at all time, whether your records are held on paper or electronically. It is the dentist's duty to observe the rules of professional privacy by refraining from disclosing patients' identifying information, to any third party, and this includes any information which has been learned directly or indirectly during the course of his or her professional relationship with the Patient.

Patients identifiers must not be used in the ePortfolio or any of its components, this includes redacted or cropped photographs of teeth.

The ePortfolio will generate a certificate at the end of your DCT training year based on the details that you populate within your record. As such, it is critical to have these details correct on ePortfolio.

Please contact the Dental Team at NIMDTA on [dental.nimdta@hscni.net](mailto:dental.nimdta@hscni.net) should you require any further assistance with the ePortfolio.

### **Dental ePortfolio ([hee.nhs.uk](http://hee.nhs.uk))**

You may find the below HEE video, Introduction to the Dental ePortfolio for DCTs helpful:

### **Introduction to the Dental e-Portfolio for DCTs - YouTube**

Please note that following the end of your training year you will be able to view your training programme and then click "Print" to print out any relevant section as a PDF. We would recommend that you do this for your own safekeeping.

# Supervised Learning Events (SLEs)

A variety of the following SLEs should be completed by a number of assessors during the year (minimum of 24).

- Case based Discussion (CbD) - minimum of 4 - involves presenting cases including patient records to the supervising clinician who judges your performance in terms of clinical ability and knowledge etc. Once the assessor has made their assessment, feedback is given and the case can be discussed in more detail.
- Direct Observed Procedures (DOPs) - minimum of 8 - involves direct observation of performance, followed by one to one feedback and these should be carried out regularly throughout the year's programme. The intention is to demonstrate improvement.
- Mini CEx—Mini Clinical Evaluation Exercise - minimum of 4 - evaluates a clinical encounter with a patient to enable feedback on the skills essential for good clinical care such as history taking, examinations and clinical reasoning.
- Develop the Clinical Teacher – evaluates at least one teaching experience with undergraduates/ peers/ colleagues/ other group of health-care professionals.
- Reflection on feedback should also be recorded in the ePortfolio and discussed during appraisal.

## Logbook

You must keep a Clinical Activity Logbook during your training, this should be uploaded to your ePortfolio in the "Portfolio Documentation" "Uploads" section.

Please note that you are required to use the eLogbook, please see link below;

### [Home - eLogbook | Electronic Surgical Logbook Project](#)

The log book should be fully completed with all details of clinical activities but uploaded evidence to your portfolio for RCP should not contain patients' identifiable information such as DoB, age, HSC number, etc. These should be removed before uploading to your portfolio.

As per the COPDEND Gold Guide, Dental Core Trainees should have an RCP by six months and a Final RCP at the end of the year of training (normally within the last two months).

*The Gold Guide states that in advance of the RCP trainees should have completed the following:*

*Trainees should evidence their progress through training by building and maintaining their portfolios and it is the trainee's responsibility to ensure it is up to date as they progress through training. Trainees will be given a minimum of 6 weeks' notice of the date of the next RCP. Using a grade/specialty specific "check-list" they must ensure that all relevant evidence is present and correctly indexed in their e-portfolio. The trainee's educational supervisor should regularly review the training e-portfolio throughout the year, but as a minimum at the beginning of each training phase, at the midpoint and finally, no later than three weeks before the RCP panel convenes.*

In order that they can proceed smoothly to their next phase of training, trainees must have an up-to-date portfolio, which demonstrates the competency progression required by their curriculum that includes:

- All the relevant assessments
- A contemporaneous educational supervisor's report with recommendation as to expected RCP outcome
- An academic supervisor's report for academic trainees and other trainees if relevant
- Clinical Supervisors' reports

Please see link below;

<https://www.copdend.org/>

## **IRCP - 3 March 2026**

Please be advised that for your 2026 IRCP you are required to complete 12 SLEs of which there is a minimum of 2 CbDs, 4 DOPs and 2 CEx.

It is your responsibility to ensure that your evidence is available for the panel no later than two weeks before the IRCP.

## **FRCP - 4 August 2026**

It is your responsibility to ensure that your evidence is available for the panel no later than two weeks before the FRCP. The summary of FRCP requirements is detailed on page 22 and will be updated nationally for 2026.

**An Outcome 1 will only be awarded to trainees who:**

- Demonstrate evidence of all the listed FRCP requirements in their ePortfolio;
- Have completed 10 months of training, excluding annual and sick leave etc, but including study leave;
- Are in post at the time of the Final RCP.

RCP outcomes will be recorded in the ePortfolio.

# Summary of ePortfolio Requirements for 2025 FRCP

(Requirements for 2026 FRCP will be issued to you once these become available)

- Educational Agreement (signed within 2 weeks of commencing).
- Initial meeting with your Educational Supervisor - within 3 weeks.
- Formulation of a Personal Development Plan (PDP) - within 3 weeks – uses GDC template.
- Record of attendance at mandatory study days (minimum of 80% attendance required) - on call commitments occasionally may need prioritised.
- CPD log - with reflection using the GDC template.
- Logbook of clinical activity.
- At least 24 completed Supervised Learning Events- average 2 per month (must include range of types and assessors). Minimum of 4 CbDs, minimum of 8 DOPS, minimum of 4 Mini CEx.
- Minimum one Multi source Feedback (MSF) during last six months of training but more ideally one during the first six months and a second during the last six months (if your ES requests a second MSF you must complete a second one.) If you are undertaking a split post you must complete one MSF per post.
- Evidence of satisfactory PSQs (Patient Satisfaction Questionnaires).
- At least one, preferably two, audit or quality improvement projects.
- Reflections – 1 per week for first two months then 1 per month thereafter.
- Record of study leave use, for purposes excluding CPD, such as personal study and examination attendance (please also record examination results).
- At least 2 appraisal meetings with your Educational Supervisor (mid-year and end-year).
- Record of Initial, Interim and Final meetings with Educational Supervisor logged on ePortfolio under 'Educational Supervisor Generic Meeting'.
- Completion of all prescribing protocol requirements.

# Mentoring

At NIMDTA we recognise the value of mentoring as a way to support, develop and release the potential of our trainees. Informal mentoring relationships with senior trainees/Dental Educators provides an opportunity to access support and guidance to help trainees as they progress in their Dental career.

## What is Mentoring?

Mentoring could be described as a form of supported learning and is an increasingly popular tool for supporting professional and personal development. Mentoring is a distinct activity, separate to coaching however it engages a selection of skills which are used in coaching. In the workplace it describes a relationship in which a more experienced colleague uses their greater knowledge and understanding of the work or workplace to support the development of a more junior colleague. Mentoring is used specifically as a form of tailored development for the individual bringing potential benefits to both them and ultimately the healthcare organisation they work in.

## The characteristics of mentoring are:

- It is essentially a supportive form of development.
- It focuses on helping an individual manage their career and improve skills.
- Mentoring activities can have both organisational and individual goals.
- Can be more informal and meetings can take place as and when the mentored individual needs some guidance and/or support.
- More long term and takes a broader view of the person. Who is often known as the 'mentee' but the term client or mentored person can be used.
- The agenda is set by the mentee, with the mentor providing support and guidance to help prepare them for current and future roles.

Please see below link in order to register as a Mentee on the Dental Mentoring scheme;

sfG MentorNet - Register for a Mentee Account for: **Dental**

# Simulation

Our Dental Simulation Suite houses ten Simodont units.

This highly advanced haptic simulation equipment offers dental training in a Virtual Reality (VR) environment. DCTs can experience procedures on simulated 3D models. Extremely realistic haptic feedback provides the user with the opportunity to repeatedly practice various dental procedures with highly accurate simulation whilst providing feedback on performance.

Each DCT can practice carrying out aerosol generating procedures (AGPs) in a realistic fashion without the need for advanced PPE and without any risk to patient safety. In addition the software allows for a group of DCTs to be monitored at the same time by one supervisor at the teaching station.

The following procedures are supported:

- Manual Dexterity Training
- Dental Anatomy
- Cariology Preparations
- Indirect Restoration Preparations
- Endodontic Preparations
- Paediatric Preparation

For more information, visit our Simulation Suite website page: [Simulation Suite - NIMDTA](#)

# Simulation Suite



Use our state-of-the-art Simodont virtual reality Training Units

Peer learning sessions

Build on Skills, insight & Confidence

High resolution 3D display

Get Haptic feedback

Assess your own clinical work

Repeat crown preparations to get them just right

Practice molar endodontic access cavities



# Prescribing

If you are expected to prescribe medications you must be competent to do so, confident that you have the knowledge of safe prescription and have the required support to complete any prescribing. Please make sure you familiarise yourself with safe prescribing and discuss with your ES/TPD.

Prescribing requirements will be mandatory within each training year. There is prescribing educational material in your regional and local induction and you must attend the sessions before you can prescribe.

The requirements list below should be completed by you and placed in the Uploads section of the Portfolio. This will be reviewed by your Educational Supervisor.

	Requirement	Evidence	Timeline
1	Completion of Dental Script modules (if not completed in DFT)	Certificates placed in Uploads section of ePortfolio	By 8 October 2025  (within 5 weeks of post commencement)
2	Prescribing module completion	Certificate placed in Uploads section of ePortfolio  Reflection completed on ePortfolio	By 24 September 2025  (within 3 weeks of post commencement)
3	Completion of MedicinesNI prescribing modules  (completion of modules required once only, unless module has been updated)	Certificates placed in Uploads section of ePortfolio	By 8 October 2025  (within 5 weeks of post commencement)
4	Provision of local prescribing protocol	Reflection completed on ePortfolio  Recorded within the Educational Supervisor Induction meeting on ePortfolio	By 24 September 2025  (within 3 weeks of post commencement)

# Prescribing Module

At regional Induction a module on Prescribing will be facilitated by a Trust Pharmacist or other nominated Trust representative. All Dental Trainees are required to attend this module. A certificate of attendance will be available for DCTs. The certificate should be placed within the **Uploads** section on the ePortfolio. DCTs should also complete reflection on this module within the **Reflection** section of the ePortfolio (Portfolio Documentation).

## Local Prescribing Protocol

The local prescribing protocol will be shared by each Trust (host organisation), at local induction, with all Dental Core Trainees. DCTs should complete reflection on this protocol within the **Reflection** section of the ePortfolio (**Portfolio Documentation**). Receipt of the local prescribing protocol should be confirmed by the Educational Supervisor at the induction meeting with the DCT. This takes place within three weeks of commencement into post (as per FRCP requirements). The Educational Supervisor should detail provision of the protocol within the **Induction** section of the ePortfolio, **Educational Supervisor Induction Meeting**.

## Dental Script Modules

All Dental Core Trainees need to complete Dental Script Modules. You are not required to complete these if you have previously completed during Foundation or Dental Core training. All modules need to be completed within 5 weeks of post commencement, ie. by 8 October 2025. These are completed through the DCT ePortfolio and certificates to be uploaded in the **Uploads** section. When the post-test is completed the button 'View results' must be clicked to transfer the data to the ePortfolio site.

Required modules:

- |                                      |    |
|--------------------------------------|----|
| • Safe Prescribing in Dentistry      | X5 |
| • Prescribing in Medical Emergencies | X1 |
| • Periprocedural Prescribing         | X1 |
| • Management of Infection            | X1 |
| • Pain, Ulceration and inflammation  | X2 |

# MedicinesNI Prescribing modules

All Dental Core Trainees are required to complete five MedicinesNI 'Patient Safety' certified modules before starting to prescribe. These modules should be completed within the first five weeks of training, i.e. by 8 October 2025. Certificates should be placed within the Uploads section of the ePortfolio.

Please be advised that each module is required to be completed once during the Dental Core Training programme. Modules that have been updated on MedicinesNI will require to be completed again. Please therefore visit the MedicinesNI website to check module status.

Required modules:

- High-Risk medicines – Insulin
- High-risk medicines- Opioids
- High-risk medicines – oral anticoagulants
- Medical calculations
- Medication incidents

To access the site you need to register with MedicinesNI on [www.medicinesni.com](http://www.medicinesni.com) with your trust email address and choose profession as 'other' and add 'dental trainee'.

**My Account > My Details**

**My Account**

- Courses
- Details
- Change My Password

**My Details**

This is a list of the personal details we hold on you in the medicinesNI secure database. Please check the details presented below and, if necessary, update any incorrect details. You must click on the AMEND MY DETAILS button to update the database.

Title:    
If you selected 'Other' please specify:

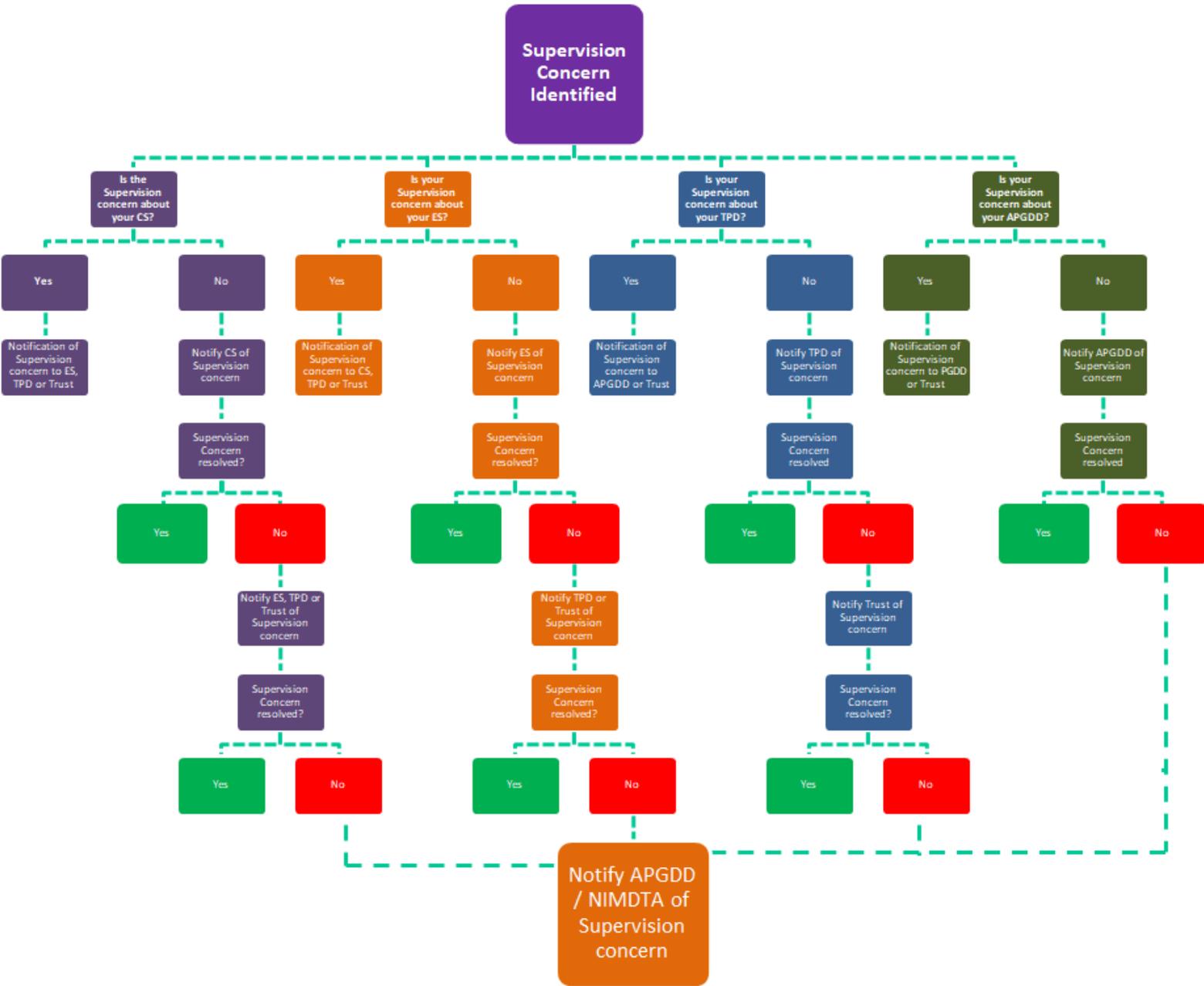
First name:

Last name:

Profession:

Prescriber: Please tick if you are a prescriber.   
If you selected 'Other' please specify:

# Raising a Concern related to Supervision



# Professionalism

## *The duty of candour:*

*'Being open and honest with patients when something goes wrong'*

The GDC have produced guidance on the Professional duty of candour.

The GDC state that “This guidance is intended to encourage professionals to apologise where a patients’ care has fallen below the standard they should expect. Saying sorry is not the same as admitting liability and the guidance is designed to emphasise this point. If something has gone wrong with a patients’ treatment or care, they should receive an apology and that apology in no way reflects poorly upon the professional offering it.” Please read the full document available on the [gdc website](#)

Dental Core Trainees work within host organisations, as a Dental Core Trainee you accept the responsibility to abide by and work effectively for that organisation. This includes complying with all local requirements such as: attending local induction, the completion of monitoring forms, notification of absences due to sick leave; participating in meetings with clinical and educational supervisors and acknowledging and agreeing to the need to share information about your performance as a dentist-in-training with other employers involved in your training and with the Postgraduate Dental Dean on a regular basis.

Dental Core Trainees are expected to have at the forefront of their clinical and professional practice the principles of the GDC’s Focus on Standards for the benefit of safe patient care.

Focus on Standards requires dentists to keep their knowledge and skills up-to-date throughout their working lives, and to regularly take part in educational activities that maintain and develop their competence and performance.

## *GDC Focus on Standards*

As a Dental Core Trainee you are expected to ensure the care you give to patients is responsive to their needs, that it is equitable, respects human rights, challenges discrimination, promotes equality, and maintains the dignity of patients and carers.

**General Dental Council - Focus On Standards ([gdc-uk.org](http://gdc-uk.org))**

## Conduct

Dental Core Trainees should inform NIMDTA and their Host Organisation, as soon as possible after the event, of any conduct which involves the police or attracts media interest and which may impact upon the reputation of the profession, Host Organisation or NIMDTA and undermines the public trust and confidence in it. Dental Core Trainees should inform NIMDTA and their Host Organisation immediately if they are currently under investigation by the police, GDC, NCAS or other regulatory body in the UK or abroad and to inform NIMDTA immediately if they are under investigation by their Host Organisation.

Dental Core Trainees must assist and co-operate fully with investigations and must provide updates to NIMDTA on progress and the outcome of any investigation.

Dental Core Trainees should inform NIMDTA and their Host Organisation immediately of any warnings, undertakings or conditions that have been placed on their registration by the GDC. Dental Core Trainees must comply with any conditions, warnings or undertakings.

They must also provide updates on any changes to these restrictions and inform NIMDTA if the GDC is investigating their compliance.

Dental Core Trainees must provide the Postgraduate Dental Dean with copies of all correspondence from the GDC relating to a complaint or fitness to practice investigation by email to: [katie.symington@hscni.net](mailto:katie.symington@hscni.net).

# Confidentiality

All dentists are bound by the principle of confidentiality and safeguarding of patients' records data. You must take all reasonable precautions to ensure that any personal data concerning patients will be kept confidential. You must not discuss patients with other professionals outside the clinical setting, except anonymously.

When recording data or discussing cases outside the clinical setting you must ensure that patients cannot be identified by others. All confidential data, including electronic, must be used in accordance with employer Policies and Procedures ensuring data is created, used and managed securely.

Where appropriate, you have the responsibility to raise concerns, at an early stage, however, if there are issues in relation to patient safety, trainee safety or undermining which require investigation, this cannot remain confidential.

Concerns about patient safety, undermining, bullying and harassment (including sexual harassment) or the quality of the training in your training placement, must be raised promptly and we strongly encourage you to report these concerns at the time that they occur.

Guidelines in relation to reporting a concern can be found at the following link;

<https://www.nimdtg.gov.uk/quality-management/how-to-raise-a-concern/>

# Social Media

There is an increased focus on social media in today's environment. NIMDTA request that you are mindful of your professional responsibilities when using social media and always maintain confidentiality if participating in any online professional forums.

GDC – Should I be worried about what I post on social media?

You should familiarise yourself with your employers social media policy. We would draw your attention to the guidance produced by GDC in June 2016, which is available on the GDC website;

**PowerPoint Presentation ([gdc-uk.org](http://gdc-uk.org))**

## Healthcare Library

The Healthcare Library of Northern Ireland is the library for Health and Social Care Staff in Northern Ireland. NIMDTA Trainees can access library services including thousands of full text articles free of charge:

<https://healthcarelibrary.qub.ac.uk/>



To register on-line, please go to:

[New Member Registration | Healthcare Library of Northern Ireland \(qub.ac.uk\)](#)

An overview of the library's locations, services and website can be found at:

<https://libguides.qub.ac.uk/healthcarelibrary/welcome>

For library training, and help with planning and carrying out literature searches, please contact Richard Fallis, Specialist Librarian for Medicine and Dentistry: [r.fallis@qub.ac.uk](mailto:r.fallis@qub.ac.uk).

# NIMDTA Professional Support & Wellbeing

The Professional Support Wellbeing Unit (PSW) within NIMDTA aims to provide best practice in supporting and developing postgraduate Doctors and Dentists in training within Northern Ireland. The PSW is separate from regulatory processes such as ARCP panels, GDC or GMC investigations.

The service includes one to one support meetings, peer mentoring programmes, personal coaching, careers support and exam support to include assessment for dyslexia.

At times you may be encouraged to speak to PSW or you can self-refer if you would like to speak to a professional not directly involved in your training. 1 to 1 meetings are usually an hour meeting via zoom or in person with a case manager. Case managers will then provide recommendations and referrals based on your situation.

Recommendations include:

- Educational Assessments for Dyslexia
- Coaching
- Mentoring
- Occupational Health Referral
- Wellbeing Resources



To access support  
complete a referral  
form



**Referral form: <https://www.nimdta.gov.uk/professional-support-wellbeing/>**

More information on the PSW unit can be obtained from the NIMDTA website;  
**[Professional Support & Wellbeing \(nimdta.gov.uk\)](https://www.nimdta.gov.uk)**

You can also contact the PSW unit via email: **[psw.nimdta@hscni.net](mailto:psw.nimdta@hscni.net)**



**Contact Us**  
**02895360221**  
**dental.nimdta@hscni.net**  
**www.nimdta.gov.uk**

 **@NIMDTADental**  
 **@nimdta\_dental**