

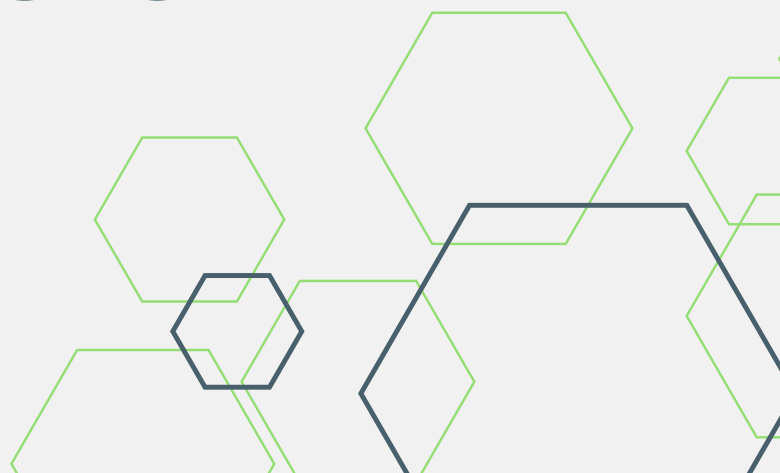


NIMDTA

Northern Ireland
Medical & Dental Training Agency



EDUCATIONAL SUPERVISOR HANDBOOK



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WELCOME FROM THE POSTGRADUATE DENTAL DEAN

A warm welcome to the Northern Ireland Dental Foundation Training Scheme.

As the Postgraduate Dental Dean, I am delighted to welcome you to the Northern Ireland Dental Foundation Training Scheme, whether you are stepping into this role for the first time or returning.

The NIMDTA Foundation Training Team is eager to collaborate with you throughout the upcoming year. Our goal is to ensure that you receive the appropriate support during this time.

The invaluable role of a dedicated Educational Supervisor cannot be overstated.

Your investment in today's Foundation Dentists will yield significant rewards throughout their careers in health service dentistry.

We recognize that most Educational Supervisors consistently exceed our expectations in their commitment to this crucial role.

NIMDTA understands the uniquely challenging landscape of general dental practice and deeply appreciates the contributions you make.

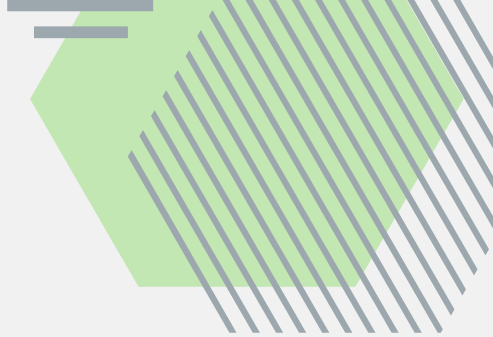
I look forward to meeting all of you in the near future and wish you a positive and rewarding training year ahead.

Kind regards,



BDentSc BA Dip Consc Sed SFFMLM FFDTEd
Postgraduate Dental Dean





DENTAL FOUNDATION TRAINING

AIMS & OBJECTIVES

The **aims** of Dental Foundation Training for General Dental Practice are to meet the needs of unsupervised dental practice, by developing the clinical skills learned as an undergraduate with administrative and practice management skills to promote high ethical standards and quality of care for patients.

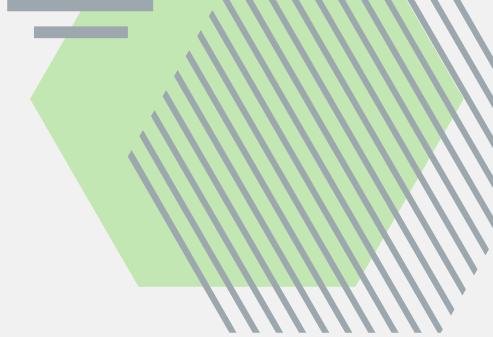
The aims are achieved by:

- Introducing the Foundation Dentist (FD) to general dental practice.
- Identifying personal strengths and weaknesses and balancing them through a planned programme of training.
- Enabling the FD to practice and improve skills free from undue financial pressure.
- Promoting the implementation of peer and self-review.
- Establishing the need for professional education, training and audit as a continuing process throughout the dentist's professional life.

The **objectives** of Dental Foundation Training are that the FD should be eligible to practice unsupervised as an associate within General Dental Practice.

By the end of the training period the FD should be able to:

- Demonstrate the clinical skills, knowledge and values relevant to the work of a General Dental Practice principal.
- Manage the psychological aspects of patient care.
- Work successfully as a member of the practice team.
- Make competent and confident professional decisions with an awareness of personal strengths and weaknesses, including the need to refer when appropriate.
- Demonstrate that the required competencies are met when working within the relevant guidelines regarding ethics and confidentiality of general dental practice.
- Implement regulations and guidelines for the delivery of safe practice.
- Know how to draw on the wide range of advice and support available to general dental practitioners and health care workers.
- Demonstrate that the individual understands that continuing professional development should be a lifelong commitment.
- Demonstrate the necessary knowledge and some of the skills for the organisation and management of successful practice.



FOUNDATION DENTIST MENTORING

"Spoon feeding in the long run teaches us nothing but the shape of the spoon"

E M Forster

Mentoring is an essential part of the ES role offering many benefits to FDs, ESs and the wider practice team. In a successful mentoring relationship you will use your own knowledge and experience to support the personal development of the FD.

It is about developing capability and potential in an FD enabling them to set the agenda based on their development needs whilst at the same time creating a positive productive work environment.

Effective mentors possess tangible skills which can be taught and developed and NIMDTA can offer you assistance in developing those skills to optimise the outcomes of the mentoring relationship.

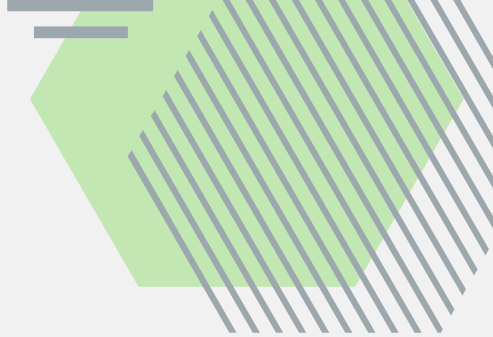
Conduct an initial assessment interview to identify FD strengths and weaknesses and draw up a training agreement. Please refer to the Educational Transition Document (ETD).

Develop and implement a comprehensive induction programme in keeping with the elements and timelines outlined in the Training Portfolio.

This requires the Educational Supervisor to be present within the training practice throughout the entire induction period. The ES should be in practice 3 days per week, not including study days (It is envisaged that induction should last a minimum of 8 weeks).

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

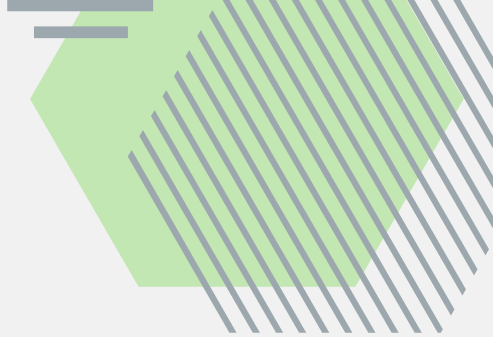
Assess and document the FD's progress and professional development using the Training ePortfolio provided for this purpose, deploying the stipulated methods of Structured Learning Events (SLEs), DOPs, Mini-CEX, CbD to provide feedback etc and liaise with the Adviser as necessary.



WHAT IS EXPECTED OF THE EDUCATIONAL SUPERVISOR?

The Educational Supervisor is expected to offer the FD the following:

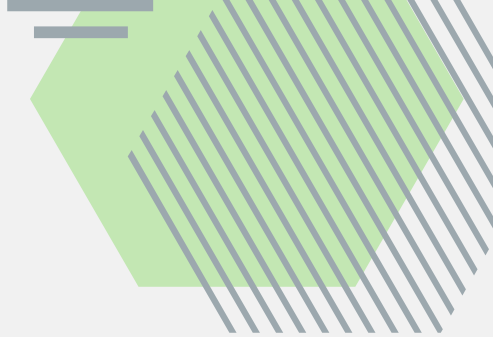
- Ensure that the Foundation Dentist (FD) is employed by the practice at which they work under the terms of the nationally agreed contract. This includes ensuring that the FD is paid the required salary on the date agreed in the Contract. Seek agreement from the PGDD before amending or allowing the Practice to amend the Contract, whether before the FD is employed or during his/her employment with the Practice.
- Work clinically in the same premises as the FD for not less than three days a week, not including the programmed study day, in a surgery to which the Educational Supervisor has close proximity and access for the FD. Holidays planned within the first four weeks of the FD's employment with the Practice can only be taken with the prior consent of the Postgraduate Dental Dean/Director.
- Provide the FD with adequate administrative support and the full-time assistance of a suitably experienced and registered dental nurse. Preferably the same nurse for at least the first 3 months.
- Provide satisfactory facilities (including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilised between patients according to protocols[1]).
- Provide relevant training opportunities for the FD so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, the FD fully completes the required competencies in the Dental Foundation Training curriculum. Educational Supervisors must not prevent FDs from providing the full range of NHS treatment, including molar endodontics, chrome dentures, bridges etc.



WHAT IS EXPECTED OF THE FOUNDATION DENTIST?

The Foundation Dentist is expected to:

- Enter into a nationally agreed contract of employment with the Educational Supervisor.
- Attend the practice for the agreed hours and perform such clinical duties as appropriate for patient care and personal learning needs.
- Determine personal learning needs in discussion with the Educational Supervisor. Please refer to the New transition Document (ETD).
- Maintain an up to date ePortfolio, discuss it with the Educational Supervisor as part of the formative assessment process and submit it to the FD Adviser when requested.
- Take an active part in weekly tutorials with the Educational supervisor and the self-assessment and development profile reviews.
- Attend the 30 day study programme organised during the training period; (prior written approval from the Adviser must be obtained for absence from the 30 day study course for reasons other than sickness).
- Complete an appropriate Case Presentation report and presentation during the training period to a level comparable with that of his/her peers.
- Actively participate in the stipulated number of DOPS, Mini-Cex, CbDs and Patient Satisfaction Questionnaires (PSQs) and Multi Source Feedback (MSF).
- Actively participate in 3 scheduled opportunities to feedback to NIMDTA on the training schemes, and the training/ practice environment. These opportunities comprise the month 3 questionnaire, mid-year practice visits or interviews and end-of-year feedback session. It is expected that FDs will take time to provide this feedback thoughtfully and honestly, so that their input can effect positive changes on the schemes.
- Comply with all changes that may be introduced as part of the ongoing review of Dental Foundation Training.



FOUNDATION DENTIST

INTRODUCTION TO PRACTICE

As you know induction is a very important part of the educational process within the schemes. You are expected to be present personally for a minimum of 3 days per week throughout the Induction period. There is a checklist available on ePortfolio to help guide you through this process. Please ensure that a range of practice staff are involved in the induction process, and that your FD gets the chance to observe the breadth of activities in your practice e.g. working with receptionists, practice manager, nurses, other associates, hygienists and therapists. You will probably have devised your own ways of welcoming your new FD so that they are able to settle quickly into a happy and productive life in your practice. You might also want to ensure that your FD meets or speaks to the dental technicians who work with your practice, and that they get to visit their premises.

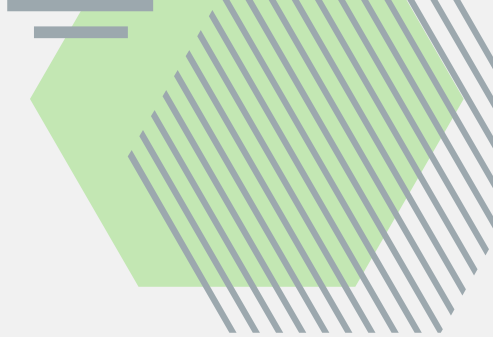
This is the FDs Induction Day to the workings of the Practice, an opportunity to meet all the staff and learn about the policies and procedures within the Practice.

Ensure that you have familiarised yourself with the ePortfolio and can log on and record, ensuring all the appropriate pages of the ePortfolio are completed and that your FD is fully acquainted with the Health and Safety Regulations; emergency procedures, cross-infection control procedures for cleaning, sterilization and appropriate storage of instruments, the workings and maintenance of all surgery equipment, where equipment and materials are stored and the methods of stock control.

There is a lot for your FD to learn about their new environment before they have the responsibility of treating patients in it. If your FD is confident in their environment and methods, the patients are more likely to have confidence in them.

A thorough understanding of the above and the role you expect your FD to take within the Practice will reduce the likelihood of future problems.

Remember equipment will go wrong; power or water supplies can fail, some treatments will be unsuccessful, staff will take sick; some patients are unreasonable, and some treatments will take longer than planned but it is up to you to show your FD how to provide a high standard of service and quality of care despite such difficulties.



DENTAL EDUCATIONAL AGREEMENT

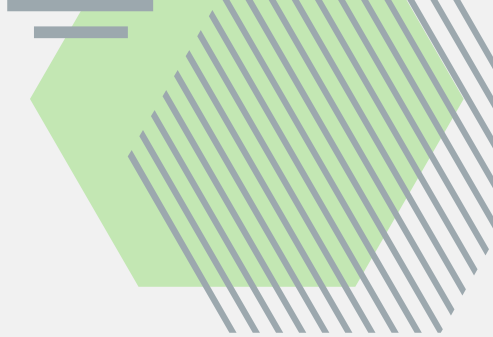
At the first meeting the Foundation Dentist and Educational Supervisor should read and sign an educational agreement.

The Foundation Dentist will:

- Take an active part in the appraisal process including setting educational objectives and development of a personal learning plan.
- Endeavour to achieve the learning objectives by:
 - Utilising the opportunities for learning provided in everyday practice.
 - Attending all formal teaching sessions.
 - Undertaking personal study.
 - Utilising locally provided educational resources.
 - Acting on the principles of adult learning.
 - Reflecting and building upon their learning experiences.
 - Identifying the required learning needs.
 - Being involved in planning the individuals education and training.
 - Evaluating the effectiveness of their learning experiences.

The Educational Supervisor will:

- Be available for, and take an active part in the appraisal process including setting educational objectives in a personal learning plan.
- Ensure that objectives are realistic, achievable and within the scope of available learning opportunities.
- Ensure help and advice is always available.
- Ensure that there is a 'climate for learning'.
- Ensure that an individual dentist's timetable allows attendance at formal teaching sessions, is appropriate to identify the individuals learning needs and that there is a correct balance between training and service in the post.



INDUCTION & 3-WAY MEETINGS

Clinical Skills Baseline Assessment

FDs will receive a phantom head as part of their induction. Alongside a phantom head they will also receive the necessary dental materials to enable them to complete the clinical skills baseline assessment.

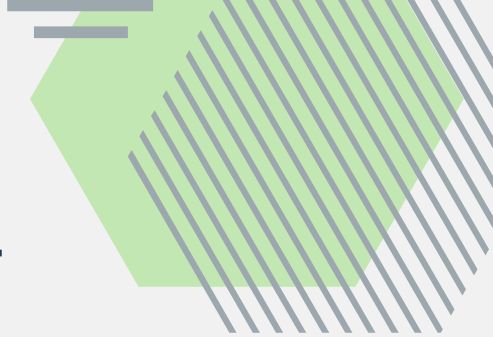
In Practice Learning Programme

FDs will also receive an In Practice Learning Logbook, as part of the programme. The logbook has been designed to enable FDs to develop their understanding of the processes and procedures within the practice to optimise both their professional development and the care they provide. As part of this programme, Foundation Dentists will be required to complete online Dentaljuce modules.

3-Way Meetings

During your training year, you will have the opportunity to have two planned 3-way meetings with your Foundation Dentist and Dental Advisor. These meetings will take place via Microsoft Teams as follows:

- **Scheme 1 & 3 - 24 Nov 2026**
- **Scheme 2 - 01 Dec 2026**
- **All Schemes - 09 Mar 2027**



ASSISTING A FOUNDATION DENTIST IN THE EARLY STAGES

Your FD is a qualified professional. Where an open door policy is expected it may not be necessary to continually examine their work in the surgery as this may undermine confidence and reduce the standing of the FD with patients and staff. However, you may choose to carry out more than the minimum required. What methods of monitoring can be used sensitively and effectively?

Discussion with your FD

Show interest and ask gently probing questions. The Professional Development Portfolio is invaluable as an aid to this process. In particular, you may be able to assess the quality of your FD's judgement.

Patient records

- Charting carried out
- Health of soft tissues noted
- Appropriate use of radiography
- Quality of radiographs
- Diagnosis from radiographs (and standard of endodontic treatment)
- Periodontal monitoring carried out
- Recorded treatment plans
- Appropriate treatment planning following perio monitoring
- Lesions under review
- Relevant notes regarding patients lifestyle (smoking/alcohol)
- Record of advice given
- Record of conversational notes (pt. hobbies etc.)
- Record of treatment carried out.

Impressions

Examine impressions before they go to the laboratory.

Models

View crowns/ bridges/ prostheses before fitting and/or view models after treatment.

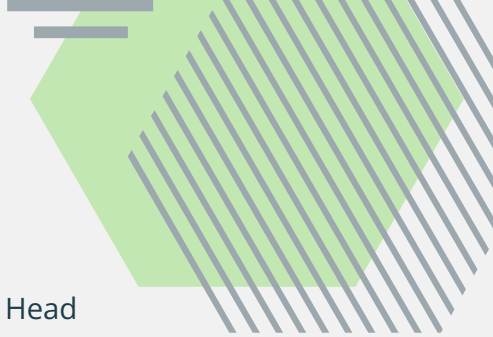
Hands-on Tutorials

Practicing with extracted teeth for endodontic treatment, post crown preparation, caries removal etc. (a stock of extracted teeth, kept moist, is invaluable).

Documentation

Prescribing profiles are issued every 3 months for your FD. It is possible to compare many aspects of provision with the average FD.

- NHS schedules
- DRO reports



Assess your FD's Skill and Dexterity

Phantom heads will be provided to each FD as part of their Phantom Head programme and can also be requested during the training year.

Clinical Tutorials

Occasionally, a patient can be seen by the Educational Supervisor and FD together, using tutorial time, rather than assessment time, allowing you to assess your FDs skill and dexterity, administering local analgesia etc.

Examining your FD's Patients

There are opportunities to see your FDs patients without overtly asking to examine them; when asked for a second opinion or assistance, or perhaps emergency cases which arise when your FD is away on a study day or on holiday. Take a little time; check one or two sextants to assess the recorded periodontal monitoring, check the caries diagnosis and treatment plan, and assess any treatment already carried out.

Noting the frequency of requests for assistance and the degree of difficulty of the problems requiring help is part of a monitoring process. The FD who 'never' asks for help is a particular concern and needs careful monitoring.

Patient Feedback

- Significant numbers of patients asking to change dentist
- Numbers of patients failing appointments
- Comments to receptionist (happy/unhappy)
- Complaints
- Patient Satisfaction Questionnaires
- Number of patients with problems
- Repeated problems

Dental Nurse

If your FDs nurse is discrete it may be possible to enquire about progress, timekeeping, attitude to patients and gentleness (with patients and equipment).

Receptionist

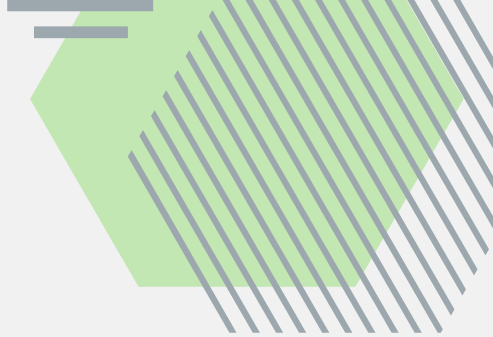
Patients' comments to receptionists. Tact should be employed if relaying these comments to the FD.

Administration

Is your FD keeping his/ her administration and referrals up to date?

Efficiency

Increasing efficiency can be monitored by comparing monthly NHS schedules or computer produced lists showing items of treatment completed that day, if available. It is important to remember that NHS schedules show only completed courses of treatment. Day lists show only completed items of treatment. Therefore, a day can look quiet even though the FD might have been working hard on a crown preparation or unfinished root canal therapy. Taking an average over a period of time is necessary.



TRAINING

Allow and require the FD to attend the study programme of approx. 30 days and ensure that holidays and other functions do not lead to absence from study days.

Prepare and conduct regular weekly tutorials within normal practice hours, excluding lunchtime (such tutorials to be of at least one hour's duration). You are required to provide at least 40 Protected Learning time/Tutorials during the training year excluding dedicated one to one Induction Training. The ideal time for tutorials is either at the beginning of the morning session or immediately after lunch.

Acquire the skills necessary to undertake the role of Educational Supervisor. To undertake training in assessment through participation in educational courses prior to the employment of a FD in the practice and during the training period as required.

Be involved in approved Dental Foundation educational activity during the training year, including attendance at any joint Educational Supervisor /FD days organised as part of the study day programme for FD's.

Attend Educational Supervisor meetings, study days and scheme assessment sessions as per contract.

Provide reference material for the use of the FD and support the FD in the selection and completion of APLAN cases.

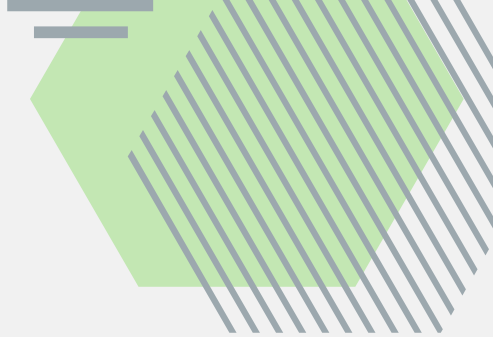
Educational Supervisor must provide a protected environment for development of skills and behaviour required of a GDP, without undue financial pressure.

Complete needs based assessments as appropriate.

Inform the Postgraduate Dental Dean in writing if the circumstances of either, the Educational Supervisor, the FD or the practice change in such a way as to alter the contract of employment between the Educational Supervisor and the FD and the Educational Supervisor's ability to fulfil the requirements of the PGDD's agreement.

At the request of the PGDD to provide any documentation or information relevant to the Dental Foundation Training scheme within 14 days.

To comply with all changes that may be introduced as part of the ongoing review of Dental Foundation Training.



EDUCATIONAL SUPERVISOR PAYMENTS

Educational Supervisors participating in the Dental Foundation Training programme are eligible for the below payment structure as set out by the Business Services Organisation (BSO) for the duration of their training contract. ESs who are appointed jointly are required to name a lead supervisor as a point of contact for NIMDTA. All payments outlined above will be made to the lead supervisor and division and allocation of payments should be agreed at a local level by supervisors within the practice.

- Training Grant: **£1040.00 per month**
- Reimbursement of Foundation Dentist Salary: **£3,457.00 per month**
- Block Grant Payment: **£4376.00 per month**
- Reimbursement for the amount of National Insurance contributions which the trainer has paid each month as the employer of the trainee*
- Quality Assurance Grant: **£14,309.00 per annum paid quarterly** (paid as £5,728.00 in the first quarter and £2,862.00 in each subsequent quarter)

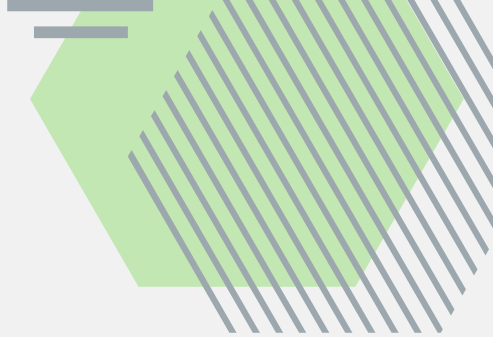
Additional Allowances

Educational Supervisors who hold an accredited Charter Mark/ Quality Mark and/or approved Postgraduate Qualification are eligible for the additional allowances outlined below. NIMDTA will provide a list of accepted qualifications to all Educational Supervisors alongside details of submission. Postgraduate Qualification and Charter Mark payments are made with the first Quality Assurance payment, paid within the December schedule.

- Charter Mark Allowance: **£1,430.00**
- Postgraduate Qualification Allowance: **£1,430.00**

Block Grant Payment

The Block Grant payment model was introduced to replace the previous Item of Service (IoS) system and is paid monthly.



FOUNDATION DENTIST PAYMENTS

When arranging payment for your FD, please liaise with your accountant, who will be able to provide appropriate support. FDs are classified as assistants and are eligible for the NHS Superannuation Scheme. National Insurance contributions are deducted at the non-contracted-out rate. Please note that ESs are responsible for paying Employer's National Insurance contributions; however, the Business Services Organisation (BSO) will reimburse both the FD's salary and the associated employer's National Insurance contribution. It is essential that FDs are provided with payslips, as these are mandatory.

Determination IV of SDR PP64-69

E.g. Tax code: **1257L M1**

- Monthly salary: **£3457.00**
- Employee's National Insurance: **-£192.72**
- Superannuation: **-£338.79**
- Net pay for income tax: **£3118.21**
- Income Tax: **-£413.99**
- Take Home Pay: **£2511.50**

STUDY DAY PROGRAMMES & BOOKING PLATFORM

Educational Supervisors

Educational Supervisors are currently required to attend a total of **14** Sessions throughout the training year. Separate programmes will be issued to New & Returning Supervisors prior to scheme commencement. Educational Supervisors can claim expenses for travel to NIMDTA face to face training events. Mileage should be calculated from home or your place of work, whichever is the shortest journey.

Joint Educational Supervisors

Division of the roles, duties and responsibilities should be managed at a local level, with agreement of the allocated NIMDTA Dental Adviser. The educational sessions should be split evenly between the Educational Supervisors, however you are both invited to attend all training sessions should you wish to do so. NIMDTA require a named lead supervisor to be identified to provide a point of contact for NIMDTA. The lead supervisors also play an important role in ensuring quality management and consistency of the education provision.

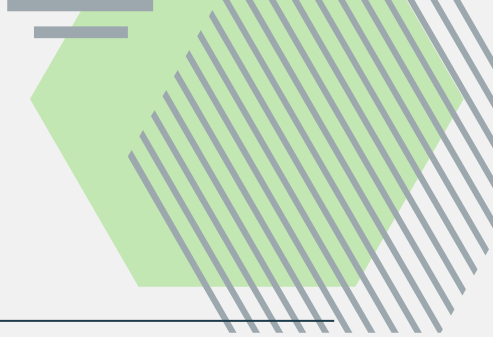
Foundation Dentists

There are approximately **30** study days in your FD's training programme. The programme is intended to give the FDs opportunities to gain knowledge relevant to General Dental Practice. Topics covered are based around the Curriculum for UK Dental Foundation Programme Training. These sessions are a time for informal learning. Therefore we ask speakers to use tutorial type teaching. This means that your FD should actively participate in the study day. Key points for study days:

- FDs **MUST** attend all study days. If they are unable to attend a study day they will have to make up the time with similar courses as approved by the Postgraduate Dental Dean before their Training number is issued.
- There may be changes to study days as the year goes on, e.g. times, cancellations, etc. Notices of any changes to the programme will be sent to all Educational Supervisors and FDs, by email.
- There will be utensils and equipment that FDs will require for certain study days, especially the hands on days, and we would ask you to ensure these are made available from the practice if necessary. Full details can be found on the individual study days on Learn HSCNI.
- The FD's Dental Nurse may be required to attend certain study days.

NIMDTA Booking & Events Platform

All details regarding the ES and FD calendar will be accessible through the NIMDTA Events Booking Platform. ESs and FDs will use this platform to register for courses throughout the year, complete evaluations and provide feedback, with certificates available upon completion. Information, log in details and instructions will be forwarded at the beginning of the training year via email by the Dental Admin Team.



EPORTFOLIO

NIMDTA have introduced formalised assessments into their training programmes. These are recorded within the Dental Foundation Training ePortfolio and document the FD's progression from a new graduate to a practitioner. It is also the platform where interim reports and Annual Review of Competency Progression (ARCPs) are recorded.

Dental e-Portfolio for Foundation Dentists

There are a number of specific assessment tools and deadlines within the ePortfolio which must be adhered to in order that your Foundation Dentist receives their Training number and you can qualify for the quarterly assessment grant as indicated by the Assessment Review Panel guidelines.

You are expected to monitor your trainee's progress by making necessary, accurate and timely entries on the ePortfolio. This will be assessed throughout the year by your Adviser.

You will receive details of your log-in and password at the start of the year.

Failure to complete the ePortfolio in a timely manner will be taken as an indicator of unwillingness to fully engage with the programme.

You may find the below HEE video, Introduction to the Dental e-Portfolio for FDs helpful:

Introduction to the Dental e-Portfolio for Foundation Dentists

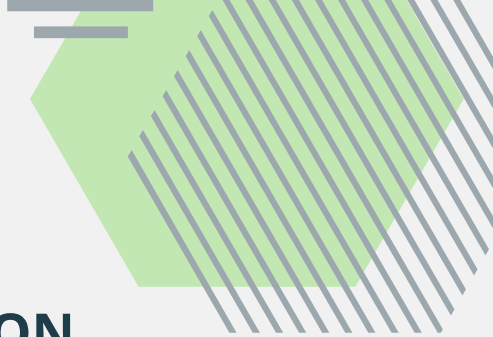
All assessment tools have the same credence and failure to comply can result in the withholding of your FDs Training Number by the Postgraduate Dental Dean.

In the Advisers' experience of training and workplace-based assessments, there is always some useful feedback to give on your trainee's performance, attitude or reflections. If an area of the ePortfolio is left empty, where observations or remarks are required, it will be impossible to quality-assure the training provided, and your entitlement to the quarterly assessment grant may be affected.

Ensure that the FD's professional development portfolio and the processes involved in assessment are maintained and kept up to date, which includes completion of a minimum 24 x SLEs across assessment types and additionally a minimum 1 x MSF and 1 x PSQ.

Set time aside to be available for NIMDTA Adviser visit(s) as required including ad hoc visits, planned and unplanned for quality assurance.

Advise on the final certification of the FD's completion of Dental Foundation training.



BLOCK GRANT MONTHLY SUBMISSION

The Department of Health has requested the development of lead metrics to demonstrate value for money in relation to the monthly DFT Block Grant. Compliance with the completion and submission of this form will form part of the Quality Assurance Payments.

Practices are required to complete a monthly Block Grant submission spreadsheet, recording the Health Service and private activity undertaken by the FD each month. The spreadsheet should be completed electronically and returned by email in excel format to [**dentalfoundation.nimdt@hscni.net**](mailto:dentalfoundation.nimdt@hscni.net) by the dates outlined below.

In addition, a printout verifying the totals entered on the spreadsheet must be submitted to NIMDTA. For the small number of practices that are not computerised, a manual system may be used.

Please find below the submission dates for the Block Grant spreadsheet and supporting evidence:

- **Monday 5th October 2026**
- **Wednesday 4th November 2026**
- **Friday 4th December 2026**
- **Monday 4th January 2027**
- **Friday 5th February 2027**
- **Thursday 4th March 2027**
- **Monday 5th April 2027**
- **Tuesday 4th May 2027**
- **Friday 4th June 2027**
- **Monday 5th July 2027**
- **Wednesday 4th August 2027**
- **Monday 6th September 2027**

QUALITY ASSURANCE PAYMENTS, PROTECTED LEARNING TIME & SLE'S

Quality Assurance Payments

The ePortfolio must be up-to-date and submitted to your Adviser for review, in order for you to receive your quarterly QA payments. Failure to complete all aspects of the ePortfolio on time may result in a delayed payment. Please note that delayed payments will be paid with the next quarterly QA payment.

Protected Learning Time (previously referred to as Tutorials)

Protected Learning Time (previously referred to as tutorials) are an essential part of in-practice learning. NIMDTA expects 40 Protected Learning Time sessions to be documented in the portfolio throughout the training year. These sessions may take the form of a tutorial or a hands-on learning experience. A Tutorial Guide is offered by NIMDTA for your training practice which may be used by you and your Foundation Dentist. Your Foundation Dentist has been asked to discuss with you what tutorial topics would be most beneficial to their learning (Appendix 1).

Structured Learning Events (SLEs)

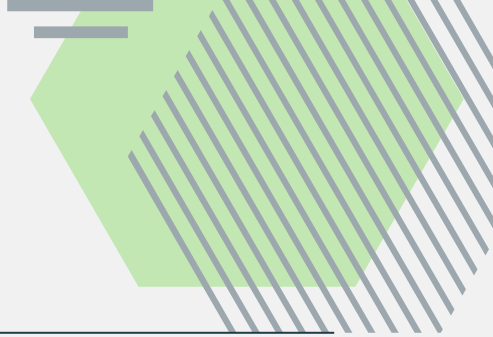
24 x SLEs made up of a minimum of 6 min-CEX, 12 DOPS, 4 CbDs 1 PSQ and 1 MSF

Direct Observation of Procedural Skills (DOPS)

A DOPS involves direct observation of a specific clinical procedure, focusing on the practical and technical skills demonstrated, followed by structured feedback to support further development and improve performance.

Minimum number of 12 DOPS must be completed over the course of the training year and must include the following :

- Examination
- Endodontic access
- Endodontic obturation
- Jaw Registration
- Class II plastic restoration (must have caries be in occlusion and have adjacent tooth minimum one composite)
- Class II plastic restoration (must have caries be in occlusion and have adjacent tooth minimum one amalgam)
- Crown preparation
- Extraction of a non- periodontally involved tooth



MINI-CEX, D-CBD, MSF & PSQ

Mini-Clinical Evaluation Exercise (Mini-Cex)

A mini-CEX is focussed on the clinical interaction, history taking, decision making and communication during the appointment rather than the delivery of a clinical procedure. The patient must be present during the assessment.

Examples include:

- Emergency Patient in Pain
- Communicating with an anxious patient
- Radiograph reporting and communicating to the patient
- Assessment of a tooth to determine restorability
- Delivery of tailored health promotion advice
- History taking
- Explanation of the need for referral and discussion of the referral process

Feedback should be given verbally immediately following the Structured Learning Event (SLE) and recorded in the e-portfolio promptly, ideally on the same day. Feedback should be constructive, agreed and provide a clear pathway to improve future performance.

Dental Case Based Discussions (D-CbD)

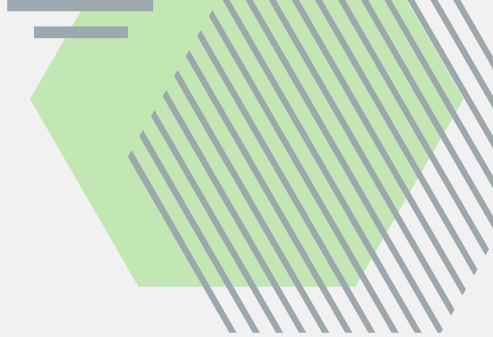
D-CbD involves the FD presenting a series of cases to their Educational Supervisor, who then judges performance and clinical decision making. The reference point for their judgement is the standard expected upon completion of their training year. Your FD will complete D-CbDs within the training year.

Multi-Source Feedback (MSF)

This is a peer assessment tool in questionnaire form. These questionnaires will be completed on the MSF system on ePortfolio. You will be required to complete one MSF form for your Foundation Dentist and encourage the completion of these forms for your Foundation Dentist within your practice.

Patient Satisfaction Questionnaire (PSQ)

Random samples of patients will be asked via a questionnaire to provide data on their treatment. The PSQs will be completed electronically for the 2026-27 training year. Collated results will be used to provide feedback to the Foundation Dentist.



APLAN (ANONYMOUS PEER LEARNING ASSESSMENT NETWORK)

APLAN is a website that facilitates the safe online upload and distribution of Dental Case Studies. Participants of APLAN are anonymised, with their Case Studies being reviewed anonymously by their peers and Educational Supervisors.

Your Foundation Dentist will be required to upload 2 clinical cases to the APLAN platform for anonymous feedback from their peers and colleagues. The FDs first case should be submitted directly to their TPD and does not require Educational Supervisor feedback.

APLAN Milestone 1

- FD Case Submission Deadline: Tuesday 27 October 2026
- FD Case Presentation: Tuesday 03 November 2026 and Wednesday 04 November 2026
(Scheme dates to be confirmed)

APLAN Milestone 2

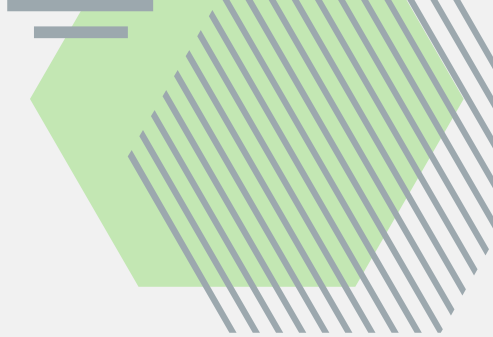
- FD Case Submission Period: Wednesday 06 January 2027 - Friday 22 January 2027
- Assessment Period: Saturday 23 January 2027 - Saturday 06 February 2027
- FD Case Presentation: Tues 16 February 2027 and Wednesday 17 February 2027
(Scheme dates to be confirmed)

APLAN Milestone 3

FD Case Submission Period: Monday 03 May 2027 – Friday 14 May 2027

Assessment Period: Saturday 15 May 2027 - Saturday 29 May 2027

FD Case Presentation (**ES Attend**): Tuesday 08 June 2027



REVIEW OF COMPETENCY PROGRESSION (RCP) PANELS

The Interim RCP panel is scheduled to take place on Tuesday 02 March 2027.

Purpose of Interim RCP Panel

- Confirm that the FD is on track to complete on time
- Ensure that any items identified at ESR are being followed through
- Ensure that any other issues are identified
- Make an Outcome recommendation

Primary evidence: ES and TPD Interim reports

Priority areas: Clinical safety, Communication ability, Engagement with programme.

Purpose of Final RCP Panel

- Confirm whether or not the FD has completed, or will complete within the training year, the necessary requirements for Satisfactory Completion
- Ensure that any items identified at Interim RCP have been followed through
- Recommend any additional activity to be completed before the end of the programme
- Make an Outcome recommendation

Primary evidence: ES and TPD Final reports, Interim RCP report

Priority areas: Clinical safety, Communication ability, Engagement with programme, Is there evidence that the FD is able to practice independently?

SIMULATION TRAINING

Our Dental Simulation Suite houses ten Dental SIMODONT units.

This highly advanced haptic simulation equipment offers dental training in a Virtual Reality (VR) environment. FDs can experience procedures on simulated 3D models.

Highly realistic haptic feedback is provided so that the FD has an exact feeling of the objects and different materials that are being worked on during the training.

Each FD 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 FDs 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
- Crown Preparations
- Endodontic Preparations
- Paediatric Preparations





PREVENTATION OF PROBLEMS IN TRAINING

Action Plans

All suggestions have been generated from real events discussed at Educational Supervisor's courses.

Extractions

- Detailed guidance about when to seek advice informed by section 1 of portfolio - assessment of FD experience/ability.
- Early hands-on clinical session on extractions (especially useful if FD has a patient who requests sedation).
- FD always to take pre-op radiograph.
- Inform Educational Supervisor if difficult (definition of difficult depending on assessment above).
- Book appointment when Educational Supervisor less busy.
- Definitely to call Educational Supervisor before starting a surgical (ensure by keeping surgical tray in Educational Supervisor's surgery).
- If your FD is not progressing with a surgical extraction have the FD come into your surgery to speak with you allowing the FD time to stop, rest and think for a few moments often resulting in a new approach which may be successful.

The 5 minute rule: Advise your FD to seek help if a surgical extraction is not progressing after 5 minutes. This may prevent the FD taking a lot of time and then the Educational Supervisor taking more time also, significantly prolonging the procedure for the patient.

Endodontics

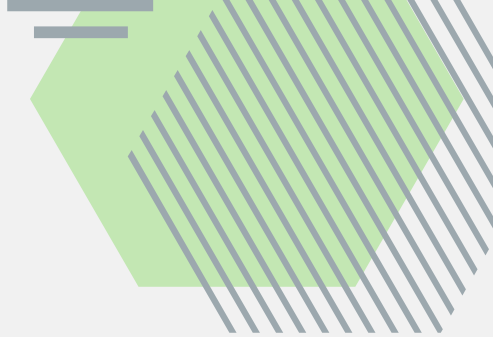
- Practice opening root canals on extracted teeth (especially molars).
- Agreed time limit before Educational Supervisor called (nurse also briefed).
- The FD should always compare length of bur against tooth on radiograph, not to progress further without Educational Supervisor support. (Explain to your FD that you would rather help them find a root canal than repair a perforation - encourage a cautious approach).
- Early discussion regarding endo - informed consent and difficulty.

Consent

Early discussion regarding valid consent, especially for children. The only treatment for which implied consent can be assumed is an examination. The Parent or Guardian may be in the waiting room and should be consulted about radiographs, restorations, extractions etc.

Discussion Regarding Appropriate Out of Hours Emergency Treatment

Not to bring someone to the practice after a fight in the pub to stitch their face - casualty may be the appropriate place. The FD should never return to reopen the practice out of hours.



Caries

- Early discussion regarding intervention/ monitoring.
- Compare Educational Supervisor and FD bitewing radiographs.
- Discuss the management of stained fissures with regard to over-prescribing.
- Identify FD's ability to read radiographs correctly.

The FD with Low Clinical Skills

- Respond promptly to problems
- Diplomacy skills
- More clinical intervention
- Seek help from adviser at earliest stage

The FD with Low Communication Skills

- Establish awareness of the problem – FD may be unaware
- Continual encouragement
- Use nurse
- Encourage FD to observe and listen to other dentists communicating with patients
- Provide practice protocols e.g. regarding money
- Encourage FD to use open questions
- Encourage FD to listen more
- Use of video (with agreement)

The FD Who Will Not Respond to Feedback

- Firstly FD must acknowledge there is a problem; do the FD and your perception of performance match?
- Find someone else to give advice (possibly adviser)
- Be assertive
- Use of audit - audit cycle

The FD with Low Confidence

- Tender loving care and encouragement
- Positive feedback from patients and staff
- Use of portfolio, provide feedback after each log entry
- Use of profile in portfolio self-assessments

The FD Who Abuses "Sick Leave"

- Establish genuine reason for absence and document
- Self-review of practice environment - is FD happy?
- Consult FD contract (10 days sick leave allowed before completion of training becomes an issue)

Staff Selection and Preparation

FD to have experienced nurse, briefed, using an innocent code word or phrase which cannot be understood by the patient, to inform the FD when the nurse feels the Educational Supervisor should be involved. The nurse must be discrete, helping the FD without undermining patient confidence.

Treatment Planning

Perhaps have two tutorials per week in the first month and no tutorials in the last month in order to spend more time discussing appropriate topics, such as treatment planning, in the early weeks.

Talking to Patients About Money

Emphasise the importance of discussing charges with the patient early in the first appointment and providing an estimate. Ask to see all treatment plans and estimates in the early days/ weeks to satisfy yourself that they are appropriate. Comments from experienced Educational Supervisors are that some FDs prescribe overly complex treatment plans; others can miss basics (e.g. bitewings, BPE, periapical prior to providing crown, etc.)

Difficult Patients

- Reception briefed to give FD prior warning about known difficult patients, and reinforced at staff meetings.
- Early observation of Educational Supervisor.
- Obtaining informed consent with problem patients/ difficult treatment planning.

Personal Hygiene/ Appearance

- Tactfully confront

Ground Rules

- Should be determined as early as possible (possibly as soon as position accepted)
- Dress code within practice and travelling to work
- Notice for holidays/ time off (e.g. impromptu parties)
- Not to cancel all/ any patients if items of equipment fail. Talk to Educational Supervisor first.
- Expected to be in practice when no study day.
- Expect advice to be followed
- More details regarding ground rules at FD induction days.

Trainee/ Educational Supervisor Relationship

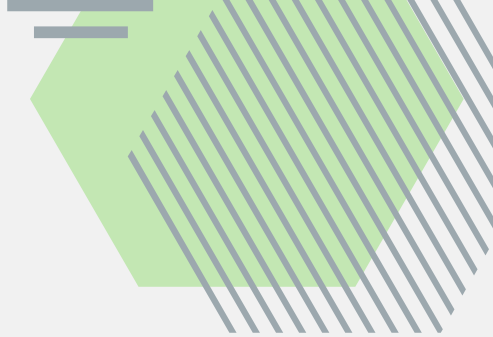
Not to become too familiar and over friendly as some FDs may take advantage of this, asking for afternoons off at short notice etc. Some FDs getting extra time off can cause resentment/ friction in other training practices.

Trainee/ Staff Relationship Problems

- Early discussion of staff management skills
- Staff appraisal (if appraiser trained)
- Ask about FD/ staff rapport at tutorials
- Rotate nursing staff but remember FD requires experienced nursing staff

Time Management

- Early discussion/ review of appointments during tutorials - duration/ appropriateness
- If you think your FD is booking too long or not long enough, check with the nurse to see if this is the case.
- Record how long appointments actually take against the time requested.
- This will provide useful information for discussion and future decision making.



FOUNDATION DENTIST CONDUCT

Foundation Dentists should inform NIMDTA and their employer, 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, employer or NIMDTA and undermines the public trust and confidence in it.

Foundation Dentists should inform NIMDTA and their employer immediately if they are currently under investigation by the police, GDC, Practitioner Performance Advice or other regulatory body and to inform NIMDTA immediately if they are under investigation by their employer.

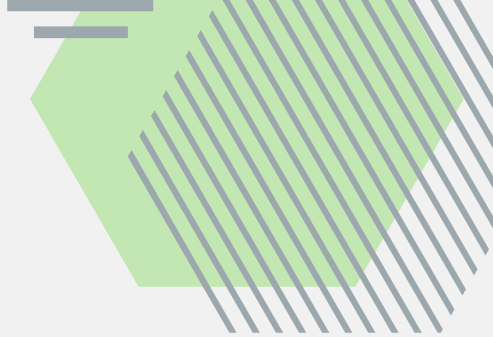
Foundation Dentists must assist and cooperate fully with investigations and must provide updates to NIMDTA on progress and the outcome of any investigation.

Foundation Dentists should inform NIMDTA and their employer immediately of any warnings, undertakings or conditions that have been placed on their registration by the GDC.

Foundation Dentists 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.

Foundation Dentists must provide the Postgraduate Dental Dean with copies of all correspondence from the GDC relating to a complaint or fitness to practice investigation to:

Katie.symington@hscni.net



FOUNDATION DENTIST ABSENCE & HOLIDAY GUIDELINES

Absence

Foundation Dentists are required to follow the practice's absence policy and in addition must inform NIMDTA of any non-attendance by 8.00am on the first day of sickness/ absence and inform NIMDTA on their return to work.

All absence/ sickness must be recorded in the e-Portfolio and these records must be updated monthly.

Absence from Training & Additional Training Requirements

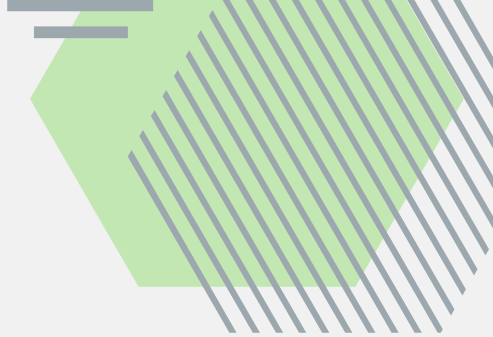
If the Foundation Dentist has a prolonged period of absence they may be required to extend their training period to complete training. The decision in regard to the length of training required will be made by the Postgraduate Dental Dean after consultation with the Educational Supervisor.

Holiday Entitlement

Foundation Dentists are entitled to 5.6 weeks (28 days) annual leave.

This includes any public holidays that the practice takes. Foundation Dentists must seek approval from their Educational Supervisor prior to booking any leave in line with the practice policy.

Time off must not conflict with scheduled study days. All leave must be recorded in the ePortfolio and updated monthly.



EMAIL, SOCIAL MEDIA & POLICIES GUIDANCE

Email

The majority of correspondence that you will receive from the dental administration department within NIMDTA will be via email. It is therefore important that you regularly check your email address for correspondence. Should you change your contact details during the year, please ensure that the team is notified immediately. Failure to do so could result in you missing important information regarding the training programme.

Social Media

There is an increased focus on Social media in today's environment.

NIMDTA request that Foundation Dentists are mindful of their professional responsibilities when using social media and always maintain confidentiality if participating in any online professional forums. It is advised that there is a Social Media Policy in place within the Practice and that the Foundation Dentist familiarises themselves with the policy.

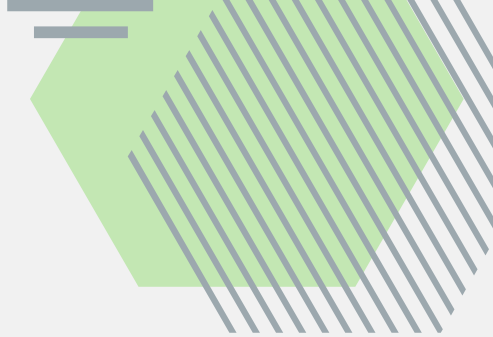
We would draw your attention to the guidance produced by GDC in June 2016, which is available on the GDC website below:

[GDC - Guidance on using Social Media](#)

Policies & Guidance

NIMDTA Training policies and guidance documents are available via the link below.

[NIMDTA - Training Policies and Guidance Documents](#)



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 patient’s 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:

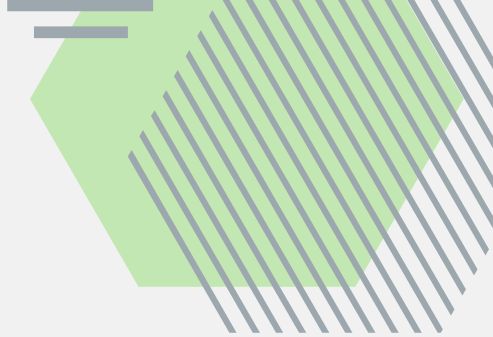
General Dental Council - The Professional Duty of Candour

Confidentiality

All Dentists are bound by the principle of confidentiality and safeguarding of patient's records and 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.



NIMDTA CONTACTS & PSW

NIMDTA is located at 42 Beechill Road, Belfast, BT8 7RL.

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.

The most direct method of contacting your TPD is through the messaging system on ePortfolio; however if there is an urgent matter they can be reached via the Dental team on:

- Phone: **028 95360221**
- Email: **DentalFoundation.nimdta@hscni.net**
- Website: **www.nimdta.gov.uk**

Professional Support & Wellbeing

Professional Support & Wellbeing (PSW) provides confidential 1 to 1 support to doctors and dentists in training with a range of circumstances that may develop during their 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

Careers workshops for trainees and workshops for Educators to support our trainees are also provided.

You can email **psw.nimdta@hscni.net** or click the link to complete a referral form:

[PSW Referral Form](#)

CPD ALLOWANCE FOR FOUNDATION DENTISTS

Continuing Professional Development Allowances for FDs

FD's are employees of the practice and consequently are paid a salary under the conditions of the contract of employment. However, in the Statement of Dental Remuneration a trainee in General Dental Practice is classed as an 'Assistant'. As such Educational Supervisors can claim Continuing Professional Development Allowances (CPDA) in respect of an assistant/trainee's CPD activity using a Business Services Organisation (BSO) claim form:

CPD Claim Form

During each financial year 1st April to 31st March a total of 6 sessions (up to £1,740.06 at current rates) may be claimed for CPD Activity undertaken by each trainee. This CPD activity would be made up from sessions which are not part of the trainee's normal study day calendar. It could therefore be made up from for example evening lectures or daytime courses from the Continuing Education Calendar, or other approved courses.

A single annual claim for all CPD Allowance payable within each financial year should be made to the BSO along with the Form DA1 and submitted no later than 30 June each year. Refer to Determination VII of the Statement of Dental Remuneration for further details. See link below for DA1 form:

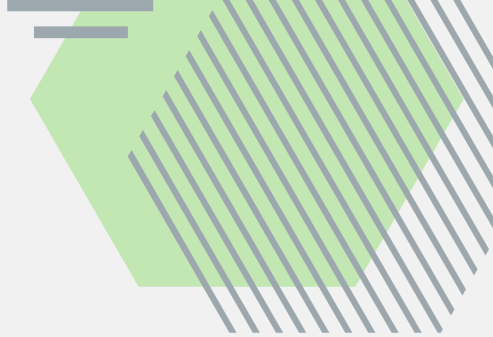
Forms Library.

The CPD Allowance is claimed by the Educational Supervisor on behalf of the trainee and is subsequently paid to the Educational Supervisor on the normal monthly payment schedule.

There are several ways to deal with the payment of CPD in respect of the activity of a Foundation Dentist including:

- Payment may be retained by the Educational Supervisor
- Payment may be passed to the trainee
- Agreement involving time off in lieu of training
- Other agreed approach

How Educational Supervisors and trainees agree to deal with CPDA payment will be informed by prior agreement between both parties. This is a matter for local agreement in the practice and is not covered in the contract of employment. The following page contains working examples of some of the options available, however, it should be remembered that prior agreement between Educational Supervisor and trainee should determine how the trainee's CPD allowance are dealt with.



CPD ALLOWANCE EXAMPLES

Example 1

With prior agreement of the Educational Supervisor, a trainee elects to attend a full day study programme, during normal working hours, offered as part of the Continuing Education programme (but not included in Dental Foundation Training study programme). The Educational Supervisor claims 2 sessions CPD allowance (currently $2 \times £290.01 = £580.02$) plus travel and subsistence on behalf of the trainee. The travel and subsistence payments are passed to the trainee. Following prior agreement with the trainee the Educational Supervisor retains the CPDA payment in order to cover the ongoing expenses and turnover lost to the practice on the day of the course. The trainee's salary covers the trainee for the day out of the practice.

Example 2

A trainee attends an evening lecture in Belfast lasting 1½ hours. The Educational Supervisor claims ½ session CPD Allowance, plus travel and subsistence on behalf of the trainee. The Educational Supervisor then pays the trainee any travel and subsistence due. Following prior agreement with the trainee, the Educational Supervisor elects to make a CPD allowance payment to the trainee. The CPD allowance is treated as gross salary to the trainee and the normal deductions for tax, national insurance etc. are made. No time off is given in lieu of the lecture attendance.

Example 3

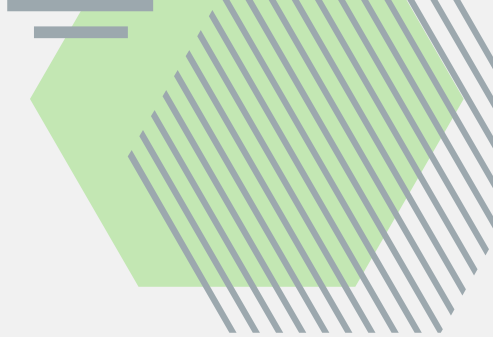
A trainee attends an evening lecture in Belfast lasting 1½ hours. The trainer claims ½ session CPD Allowance, plus travel and subsistence on behalf of the trainee. The trainer then pays the trainee any travel and subsistence due. Following prior agreement with the trainee, the trainer elects to retain the CPD allowance because the training was outside normal working hours; the trainee can have 1½ hours' time off in lieu of the lecture attendance.

Tax implications of additional payments to FDs

Any extra earnings by a trainee which are additional to the normal salary such as CPDA are subject to tax under the normal PAYE and National Insurance rules. Employers' national insurance contributions for trainees' CPDA will not be reimbursed by the BSO. Travel and subsistence payments are not classed as earnings and as such are not subject to PAYE and National Insurance contributions.

Your own CPD Allowance

CPD Allowance claimed on behalf of an assistant does not affect the amount of CPD Allowance that you can claim on your own behalf. Remember you may claim your normal 6 sessions (abated as per SDR). An allowance is not payable for a course that is less than 1 hour. A maximum of 6 approved sessions of more than 2 hours and up to 3 ½ hours, or equivalent, are payable in any financial year. In a recent change GPs can now claim all 6 of their CPD Allowance sessions for online CPD.



APPENDIX I

Suggested Protected Learning Time/Tutorial Guide

These suggested tutorial topics should not be seen as prescriptive or complete and ESs and FDs should tailor tutorial topics to the learning needs of the FD. Some topics may take more than one tutorial to cover and more than one shorter topic could be covered in a single tutorial.

- Rules & Regulations in HS Dentistry / SDR / Prior Approval in GDS
- An Overview of Practice Administration / Practice Computer Systems / Record Keeping
- Prescribing in General Dental Practice
- Diagnosis of Pain
- Dental Emergencies in Practice
- Local Anaesthetic / Anxious Patients in Practice
- Infection Control in Practice
- Health & Safety in Practice
- Medical Emergencies
- Treatment Planning in General Dental Practice
- Caries Removal
- Amalgam and Composite Fillings
- Dental Radiography in Practice
- Endodontics in Practice and Restoration of the Endodontically Treated Tooth
- Children's Dentistry
- Treatment of Trauma
- Dental Laboratories
- Clinical Audit in Practice
- Extraction of Teeth and Minor Oral Surgery
- Periodontal Disease in Practice
- Impression Techniques and Materials
- Denture Construction in Practice
- Crown & Bridge in General Dental Practice
- Orthodontics in General Dental Practice
- Referring Patients
- Patient Complaints
- Confidentiality in Practice
- Use of Social Media
- Failed and Cancelled Appointments Bad Debt Management
- Litigation and Dental Law
- Employment of Staff in Practice / Personal Finance for the Self Employed Associate
- Career Choices after Dental Foundation Training



NIMDTA

Northern Ireland
Medical & Dental Training Agency

42 BEECHILL ROAD
BELFAST
BT8 7RL

DENTALCOURSES.NIMDTA@HSCNI.NET (CPD ENQUIRES)
DENTALFOUNDATION.NIMDTA@HSCNI.NET (DFT ENQUIRES)
DENTAL.NIMDTA@HSCNI.NET (DCT AND HOSPITAL SPECIALTY ENQUIRES)
DENTALREC.NIMDTA@HSCNI.NET (DENTAL RECRUITMENT ENQUIRES)

