



Foundation Dentist Handbook 2025-2026

NIMDTA

Version 1 - Aug 2025

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Introduction

Welcome to the Northern Ireland Dental Foundation Training Scheme. As a recent graduate you are probably keen to put your newly acquired skills into action and there is no better place to do this than as a Foundation Dentist in a well-managed Foundation Training scheme.

A national "Foundation Dentist Guide" is available and some of the information in this guide will be repeated in that document. The purpose of this document is to give you guidance on some aspects of training that are specific to Northern Ireland.

Foundation training schemes are instrumental in ensuring a continuous flow of competent dental practitioners to provide Health Service care for the population of our region.

NIMDTA appointed Educational Supervisors have gone through a rigorous selection process to ensure the best possible training environment for you to develop your skills in a realistic fashion.

You will have a nominated Adviser appointed to your scheme who will be happy to assist you and the Administration Team in NIMDTA are well equipped to deal with any lower level queries.

Please remember that both avenues are available to discuss any issues or concerns in relation to your training programme.

Finally, can I take the opportunity to thank you for selecting the Northern Ireland Deanery as the base for your training. The main thing to remember is: Enjoy it!



A handwritten signature in black ink, appearing to read 'Brid Hendron'.

**Brid Hendron BDentSc BA Dip Consc Sed SFFMLM FFDTEd
Postgraduate Dental Dean**

Meet the Team



Associate Postgraduate
Dental Dean (DFT)
Adrian Farquharson



Postgraduate Dental Dean
Brid Hendron



Associate Postgraduate
Dental Dean (Hospital)
Ikhlas El Karim



DFT Adviser
Siobhan Cushley



DFT Adviser
Alison Johnston



DFT TPD
Anita Gallagher



TPD for Dental Core Training
Suzanne Russell



Advisor for Simulation &
Quality
Nicola Shanks



Lead for Simulation and
Continuing Education
Amanda Jackson



CE Co-Ordinator
Stacy Topping



Dental Training Manager
Katie Symington



Dental Training Coordinator
Christine McMahon



Dental Executive Officer
Marbeth Erskine



Dental Executive Officer
Sonia McMurray



Dental Executive Officer
Julie Smith



Dental Executive Officer
Rebekah O'Neill



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.

<https://online.hscni.net/>

The Department of Health has overall responsibility for health and social care services. The Department is one of nine Northern Ireland Executive Departments: **Home | Department of Health (health-ni.gov.uk)**

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: **Role of the Chief Dental Officer | Department of Health (health-ni.gov.uk)**

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).

About Us - DOH/HSCNI Strategic Planning and Performance Group (SPPG) – formerly HSCB
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: **Dental Contractors (hscni.net)**

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 - [Compliance with IR\(MER\) 19 Sept 2011.pdf \(hscni.net\)](#)

Link to RQIA IR(ME)R Guidance - [Regulation and Quality Improvement Authority - RQIA](#)

Infection Control

NI infection control manual:

Basic Principles | PHA Infection Control (niinfectioncontrolmanual.net)

Decontamination:

UPDATED NORTHERN IRELAND GUIDANCE ON DECONTAMINATION IN PRIMARY CARE DENTAL PRACTICES: HTM 01-05 2013 EDITION (hscni.net)

Conscious Sedation

SDCEP guidance **SDCEP Conscious Sedation guidance**

New to Northern Ireland

Every year NIMDTA welcomes dental graduates from all over the world to 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**.

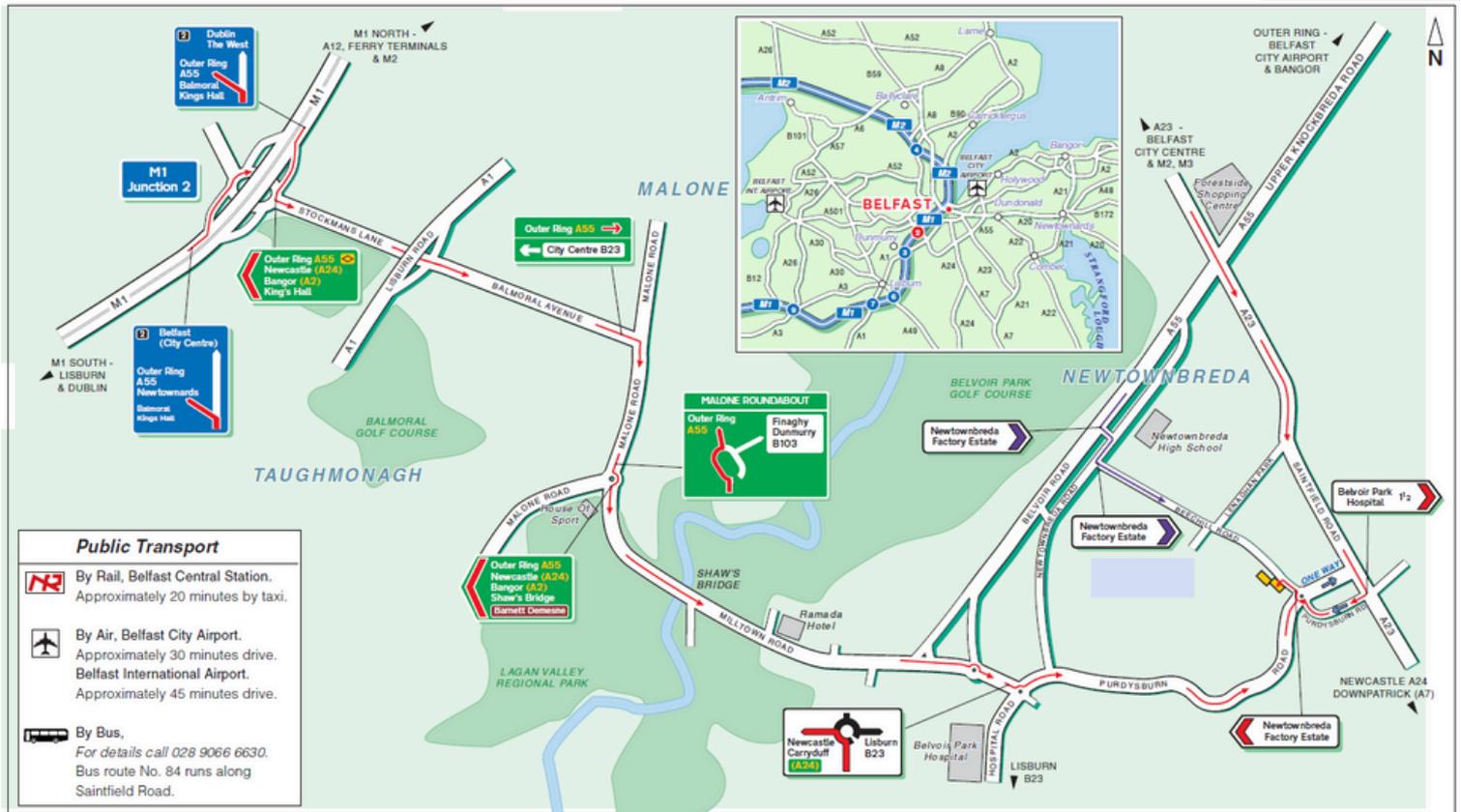
A recording of the virtual welcome event for trainees new to Northern Ireland can be found at the following link:

<https://vimeo.com/1096564862?share=copy#t=0>

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 Adviser/ TPD is through the messaging system on ePortfolio or they can be reached on:

- Scheme 1 - Siobhan Cushley - siobhan.cushley@hscni.net
- Scheme 2 - Alison Johnston - alison.johnston@hscni.net
- Scheme 3 - Anita Gallagher - anita.gallagher@hscni.net

If there is an urgent matter they can be reached via the Dental team on:
028 95360221, dentalfoundation.nimdt@hscni.net

<https://www.nimdt.gov.uk>
<https://www.nimdt.gov.uk/dentistry>

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

NIMDTA Foundation Training Year Facts



30 FOUNDATION DENTISTS*



3 DENTAL FOUNDATION TRAINING SCHEMES



35 EDUCATIONAL SUPERVISORS*



30 TRAINING PRACTICES*



52 WEEKS IN A TRAINING YEAR



40 TUTORIALS



35 HOURS TRAINING A WEEK



28 DAYS OF ANNUAL LEAVE



1 EXPERIENCED DENTAL NURSE TO WORK WITH



30 STUDY DAYS



5 SIMODONT SIMULATION TRAINING SESSIONS IN NIMDTA



1 CERTIFICATE OF SATISFACTORY COMPLETION OF DENTAL FOUNDATION TRAINING

£39,876 PER ANNUM

FIGURES TAKEN FROM 2024/25 DATA



Aims of Dental Foundation Training for General Dental Practice

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.

Objectives of Dental Foundation Training for General Dental Practice

The objectives of Dental Foundation Training require the FD to 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 FD is 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 FD 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.

Essential requirements of the Dental Foundation Training Scheme

GDC Register

In order to undertake Dental Foundation Training you must be registered with the GDC. Further information can be found at: **GDC Registration**

Professional Indemnity

In order to undertake your Dental Foundation Training you must have membership of an appropriate medical defence organisation, for the duration of your training, at your own expense.

Curriculum for UK Dental Foundation Programme Training: DFT final version v6 (copdend.org)

COPDEND Dental Foundation Training Blue Guide

The Dental Blue Guide has been produced by the UK Committee of Postgraduate Dental Deans and Directors (COPDEND) and is a guide to Foundation Training in Dentistry.

Dental Foundation Training Blue Guide for RCP - COPDEND

NIMDTA Events Booking Platform

You will be registered onto the NIMDTA Events Booking Platform. Further information is to follow.

Following induction, Foundation Dentists are encouraged to regularly access the NIMDTA Events Booking platform to check for updated courses and information. Should you experience any problems with registration, please contact a member of the NIMDTA Administration Team on: **02895 360221**.

What to Expect as a Foundation Dentist?

The FD 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.
- Maintain an up to date ePortfolio, discuss it with the Educational Supervisor as part of the formative assessment process and submit it to the DFT Adviser/ TPD when requested.
- Take an active part in weekly tutorials with the Educational Supervisor and the self-assessment and development of profile reviews.
- Attend the 30 day study programme organised during the training period; normally the only reason for not attending a study day will be sickness (prior written approval from the DFT Adviser/ TPD 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 your peers.
- Actively participate in the stipulated number of DOPS, ADEPTS, CbDs, Patient Satisfaction Questionnaires (PSQs) and Multi Source Feedback (MSFs).
- Actively participate in 2 scheduled opportunities for feedback to NIMDTA on the training schemes, and the training/ practice environment. These opportunities comprise of 2 questionnaires; eight week survey and end-of-year questionnaire. 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.

Practice Induction

This is your induction to the workings of the Practice and an opportunity to meet all the staff, plus learn what laboratories and other outside services you will be using. Make sure that you are fully acquainted with the Health and Safety Regulations; emergency procedures, cross-infection control procedures for cleaning and sterilization and appropriate storage. Workings and maintenance of all your surgery equipment, where equipment and materials are stored and the methods of stock control.

There is a lot to learn about your new environment before you have the responsibility of treating patients in it. If you are confident in your environment and methods the patients are more likely to have confidence in you. There is a checklist in the ePortfolio to help guide you through this process.

A thorough understanding of the above, and the role your Educational Supervisor expects you to take within the Practice will reduce the likelihood of future problems.

Infection Prevention Control and Decontamination

To reduce risk and provide safe dental care the below documents support the dental team working within Northern Ireland in relation to infection prevention and control and decontamination.

Standard precautions of infection prevention and control for Dentistry within Northern Ireland are outlined by the Public Health Agency in the Northern Ireland Regional Infection Prevention and Control Manual

Basic Principles | PHA Infection Control (niinfectioncontrolmanual.net)

Decontamination within Dentistry in Northern Ireland is outlined in Pel 13 13 which is alongside HTM 01 05

UPDATED NORTHERN IRELAND GUIDANCE ON DECONTAMINATION IN PRIMARY CARE DENTAL PRACTICES: HTM 01-05 2013 EDITION (hscni.net)

The Business Services Organisation under section General Dental Services will also provide links, updates and guidance.

Business Services Organisation (BSO) (hscni.net)

The Regulation and Quality Improvement Authority (RQIA) also provide guidance as they inspect independent health care dental practices.

RQIA Guidance

Infection Prevention & Control is collectively all the measures taken to prevent the transfer of infectious agents that have the potential to cause harm. In dental practice having a team approach will enable better effectiveness and implementation of the guidance.

NIMDTA Induction

The first 3 days of Induction will be held on Tuesday 2, Wednesday 3 and Tuesday 9 September 2025. **Attendance at these days is mandatory.**

You will have the opportunity to meet the Advisers and Administrative Staff who will guide you through the general aspects of your training programme from the aims and objectives of DFT, work based assessments and the roles and responsibilities of both Educational Supervisors and Foundation Dentists.

Clinical Skills Baseline Assessment

You will receive a **Phantom Head** as part of your induction. Alongside a phantom head you will also receive the necessary dental materials to enable you to complete a Clinical Skills Baseline Assessment.

In Practice Learning Programme

As part of the induction programme you will also receive an **In Practice Learning to Support Practice Induction** logbook. This logbook has been designed to enable you to develop your understanding of the processes and procedures within the practice to optimise both your professional development and the care you provide. As part of this programme, you will be required to complete online Dentaljuce modules.

Early Stage Review Meeting

Your early stage review meeting will be held with your Dental Adviser face to face as follows:-

- Schemes 2 & 3 - Tuesday 4 November 2025
- Scheme 1 - Wednesday 5 November 2025

3-Way Meetings

During your training year, there are two planned 3-way meetings with the Educational Supervisor, FD and Adviser. These meetings will take place online via MS Teams as follows:-

- All Schemes - Tuesday 25 November 2025
- All Schemes - Tuesday 10 March 2026

Phantom Head and Materials

You will be provided with a Phantom Head by NIMDTA and this will be issued to you on 3 September 2025.

Study Day Programme

There are approximately 30 study days in your training programme. Full programme details will soon be available on the NIMDTA Events Booking Platform. The programme is intended to give you 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 you should actively participate in the study day. Feel free to question the speakers and get involved in discussions: put forward your own views and you will find the study days much more rewarding.

NIMDTA Events Booking Platform

The NIMDTA Events Booking Platform is an online platform where you will access all study days during your training year. NIMDTA uses this platform to record and evaluate all educational events. You will need to regularly access the system to check for updates on study days.

NIMDTA Events Booking Platform Registration

You will be invited by email to join the NIMDTA Events Booking Platform. Please update your password on your first log in. You will be assigned as a member of the 'NIMDTA Dental Foundation Trainees' community.

Evaluations

Evaluations for each study day will be completed after the event. You are required to complete your study day evaluations within 30 days of the study day taking place.

Certificates

Certificates of attendance will be available to download via the NIMDTA Events Booking Platform.

Quality Assurance

As part of quality assurance processes and verification of CPD all study sessions must be evaluated on the NIMDTA Events Booking Platform. You will confirm your attendance at the start of each study day by signing an attendance register which will be available at the start of each session. Without a sign in, you will be marked absent from the study day and be required to provide an explanation to the Advisers/ Associate Postgraduate Dental Dean.

Attendance

You must attend all study days. It is your responsibility to arrange travel to and from the arranged study days. If you cannot attend because of illness you **MUST** contact the practice as soon as possible and staff at NIMDTA by 8.00am on the day: **02895 360221**.

It is your responsibility to make up non-attendance at a study day at your own expense with similar courses as approved by the Associate Postgraduate Dental Dean before your training number is issued.

In any other circumstances non-attendance at a study day must be approved by the Associate Postgraduate Dental Dean at least 6 weeks in advance of the study day, with a plan in order to make up the session.

Times

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

Dress Code

Smart casual dress is expected at all study days.

Simulation Training

NIMDTA's Dental Simulation Suite houses ten Simodont units.

The Simodont dental trainer uses sophisticated technology and hardware to achieve high precision simulation and force feedback (haptics). Foundation Dentists will experience operating procedures with simulated 3D models and get dedicated study day sessions in the Simulation Suite throughout the training year.

Realistic haptic feedback provides the user with the opportunity to repeatedly practice various dental procedures with highly accurate simulation whilst providing feedback on performance.

The following procedures are available for training:

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

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



Absence Guidelines

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 ePortfolio and these records must be updated monthly.

Absence from Training & Additional Training Requirements

If you have a prolonged period of absence you will be required to extend your training period to complete your training. The decision in regard to the length of training required will be made by the Associate Postgraduate Dental Dean after consultation with your 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.

Your Training Scheme

There are 3 schemes in the NIMDTA Dental Foundation Training Programme. You will be advised of your scheme and your Dental Adviser/ TPD prior to commencement of training.

Joint Educational Supervision

Should you have joint Educational Supervision, you will be informed of your Lead Educational Supervisor. All aspects of training can be shared between the joint Educational Supervisors.

Dental ePortfolio

You will find the Dental ePortfolio at the following link: **Dental ePortfolio (hee.nhs.uk)**. You will receive your login details for the Dental ePortfolio upon commencement on the scheme.

Please see below link to a video outlining the use of ePortfolio for Foundation Training:
Introduction to the Dental e-Portfolio for Foundation Dentists

NIMDTA have formalised assessments within the training programmes. These are recorded within your ePortfolio and document your progression from a new graduate to an independent practitioner.

The primary purpose of the ePortfolio in the Foundation Programme is to help dentists record and reflect on their progress and achievements and provide a portfolio of evidence of same.

You must access your ePortfolio on a weekly basis and complete it contemporaneously.

There are a number of specific assessment tools and deadlines within your ePortfolio which must be adhered to in order that you receive your training number and your Educational Supervisor can qualify for quarterly assessment grants as indicated by the Quality Assurance guidelines.

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

Tutorials

Tutorials are an essential part of in-practice learning and must be carried out regularly and recorded in your ePortfolio. NIMDTA expect at least 40 tutorials documented throughout your training year. A Tutorial Guide is offered by NIMDTA for your training practice which may be used by you and your Educational Supervisor.

Please discuss with your Educational Supervisor what tutorial topics would be most beneficial to your learning - this opportunity allows you to tailor teaching and learning specific to your own individual needs.

Workplace Based Assessments

FDs will be formally assessed during the training year and are encouraged to embrace opportunities to gather feedback on their performance.

A Dental Evaluation of a Performance Tool (ADEPT)

An ADEPT is an assessment tool that has been designed specifically for the evaluation of practical skills. Foundation Dentists should be adequately assessed for competence in the practical procedures that they undertake. Strengths and areas for development should be identified following each ADEPT encounter. ADEPTs should cover a wide variety of clinical foci. The reference point for their judgement is the standard expected upon completion of the Foundation Dentist's training year.

You will complete at least 18 ADEPTs during the training year. In addition at least one ADEPT will be carried out by an Adviser and a second ADEPT will be carried out by another ES from a different training practice. The ADEPT carried out by your Adviser will be undertaken within the first 4 weeks of your training.

Direct Observation of Procedural Skills (DOPs)

DOPs are an evaluation tool designed to assess a range of practical skills and provide you with feedback about your current performance. The reference point for their judgement is the standard expected of a new graduate, i.e. an independent practitioner.

Dental Case Based Discussions (D-CbD)

D-CbD involves the presentation of a series of cases to your Educational Supervisor, who then judges performance and clinical decision making. The reference point for their judgement is the standard expected upon completion of your 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. Your ES will be required to complete one MSF form and encourage the completion of these forms by other team members 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 2025-2026 training year. Collated results will be used to provide you with feedback.

Dental Script

Dental SCRIPT is an e-learning programme designed to improve your prescribing competency and is available within Dental ePortfolio. This is an excellent resource and the module assessments within the programme will allow you to monitor your development across all of the prescribing modules.

There are 10 modules in SCRIPT as follows:

- Safe Prescribing in Dentistry (5 modules)
- Prescribing in Medical Emergencies (1 module)
- Periprocedural Prescribing (1 module)
- Management of Infection (1 module)
- Pain, Ulceration and inflammation (2 modules)

Please ensure all modules are completed by 31 March 2026 and certificates are uploaded to the 'Uploads' section in ePortfolio.

Dentaljuce

As part of your induction programme, you will receive log-in details to access online Dentaljuce e-learning modules. Your induction programme will detail those modules which require completion.

Please find below link to Dentaljuce:

<https://www.dentaljuce.com/>

APLAN - Anonymous Peer Learning Assessment Network

APLAN is a website that facilitates the safe online upload and distribution of Dental Case Studies.

APLAN - Log in (heyh.org.uk)

Participants of APLAN are anonymised, with their Case Studies being reviewed anonymously by their peers and Educational Supervisors.

Your first APLAN submission is in relation to treatment planning and will be peer assessed. You are not required to upload your first case to APLAN. Please submit this case directly to: dentalfoundation.nimda@hscni.net. You will receive an APLAN log in, in December.

You will be required to upload 2 clinical cases to the APLAN platform for anonymous feedback from your peers and colleagues.

You are required to complete a Patient Consent Form prior to uploading your cases. This form can be found at **Appendix 1**.

APLAN Milestones

APLAN Milestone 1	Date
Submission Period for FDs to submit case to: dentalfoundation.nimdt@hscni.net	Tuesday 28 Oct 2025
FD to present case presentation at study day	Schemes 2 & 3 - Tuesday 4 Nov 2025 Scheme 1- Wednesday 5 Nov 2025

APLAN Milestone 2	Opens	Closes
Submission Period for FDs to upload case to APLAN platform	Wednesday 7 Jan 2026	Friday 23 Jan 2026
Assessment Period for FDs & ESs to upload feedback to APLAN platform	Saturday 24 Jan 2026	Saturday 7 Feb 2026
FDs to present case presentation at study day	Schemes 2 & 3 - Tuesday 17 Feb 2026 Scheme 1- Wednesday 18 Feb 2026	

APLAN Milestone 3	Opens	Closes
Submission Period for FDs to upload case to APLAN platform	Friday 1 May 2026	Friday 15 May 2026
Assessment Period for FDs & ESs to upload feedback to APLAN platform	Saturday 16 May 2026	Saturday 30 May 2026
FDs to present case presentation at study day with ES attendance	All Schemes - Tuesday 9 June 2026	

Patient Photographs for APLAN

As part of your clinical case APLAN submission you are required to include a photograph(s). You must ensure that you have completed the Patient Consent to Photography/ Video Recording form, which can be found on the APLAN dashboard. Photographs and radiographs can be uploaded by selecting the appropriate placeholder within APLAN.

Photographs must not identify patients and must not include the patient's face. Photographs should be taken on a practice camera where possible, alternatively it is possible to borrow the NIMDTA dental camera.

If you do not have access to either the practice or NIMDTA camera and you use your own personal device to take a photograph you must ensure that:

- Your device is not connected to Wi-Fi so that the image is not held in the Cloud.
- That you use a USB cable to connect your device to a PC/ laptop in order to upload your image to APLAN.
- That you immediately remove the image from your device following upload to APLAN.

Top Tips for APLAN

Michael Knowles - FD Representative 21-22

- Plan early – be on the look out for patients from early in the year.
- Don't use your most complicated patient. Complex does not equal complicated. Think of a patient with a few different clinical domains which opens up good discussion points.
- Have a couple of cases on the go – patients are unreliable. If you get in the habit of taking photos for interesting cases you will have a bank of potential cases before you know it.
- Take your time with the clinical photos – use a mirror and cheek retractors if you have access to them.
- Flip photos when you take them in the mirror.
- Add some references to your report – it gives weight to your clinical decisions.
- Use the diagnostic pathway when writing your report – it gives nice structure.
- Bullet points can be useful to help stop your report becoming too text heavy.
- Don't forget the patients age and gender in your report.
- If you have a potential case in mind download the template from the APLAN website as a word document and add to this as you treat the patient – it will make life a lot easier at the end.
- Use some tutorial time with your trainer to help you plan your case.
- Don't be afraid to use a case where you have made mistakes or something has not gone as well as you had hoped – this allows you to reflect honestly and shows development.
- Get patient consent early and don't forget to get them to sign the necessary forms.
- Remember to get a baseline charting for your report before you complete the treatment.

Satisfactory Completion

As part of Foundation training you must comply with the process required for satisfactory completion of the scheme, including any interim and final assessment of progress. Should further training time be required to complete the scheme, NIMDTA will endeavour to find an appropriate training placement.

The COPDEND Blue Guide states that:

"What is the purpose of the Reviews of Competence Progression?"

"The review panels provide a formal in-absentia process which uses the evidence gathered by the Foundation Dentist, relating to his/her progress in the training programme. The Interim RCP will normally be undertaken at the mid-point of training and the Final RCP approximately 4-6 weeks before the end of training for all Foundation Dentists and will enable the Foundation Dentist, the Postgraduate Dental Dean and employers to document that the competence and progress required is being gained at an appropriate rate and through appropriate experience".

IRCP

The Interim Review of Competence Progression is scheduled to take place on **Tuesday 3 March 2026**.

FRCP

The Final Review of Competence Progression is scheduled to take place on **Tuesday 28 July 2026**.

Please note that any additional training may be at a placement other than your allocated practice.

As part of satisfactory completion you will be required to complete an end of year survey.

BSO Claim Forms

The BSO claim form is used for claiming travel and subsistence for attending DFT Study days. These forms will be available to download from the NIMDTA Events Booking Platform.

Please note that the actual receipted costs of meals up to a maximum of £5.00 for lunch (absence of 5-10 hours) can be claimed if you have travelled more than 5 miles from your normal place of work.

Mileage allowance will be paid on the basis of 24p per mile. Taxi fares will only be paid if alternative public transport is not available.

Note: Mileage must be calculated from either home or place of work (whichever is shortest). To satisfy Inland Revenue requirements all claims will be checked and adjusted if necessary.

Passenger allowance

Each passenger: 5p per mile

Note: Must provide names to substantiate claim.

Important Information

- Bank details MUST be provided with your claim. Failure to do so will delay reimbursement.
- It is important to SIGN and DATE your expense claim. Failure to do so will result in your claim being returned to you.
- ALL receipts must be provided for audit purposes.

You must total the amount that you are claiming for and add this to the "Total" line as failure to do so will result in your claim being returned to you. All claim forms must be submitted to NIMDTA within 12 weeks of the course taking place.

Foundation Dentist's CPDA

Foundation Dentists can claim Continuing Professional Development Allowance for attendance at courses advertised on the NIMDTA Events Booking Platform - 'NIMDTA Dental Courses, Events and Simulation'. Claim forms should be downloaded from the BSO website and as Foundation Dentists are not issued with a DS number, **Educational Supervisors must claim CPDA on your behalf.**

FDs must discuss with their Educational Supervisor how they wish to be compensated for these sessions. Please contact your Scheme Adviser if you require any additional information.

Difficulties within the Practice

Please remember that it is important that you speak to your Educational Supervisor immediately if you are unhappy with some aspect of the practice. Your Educational Supervisor is your first point of contact. If you are unable to speak to your Educational Supervisor please speak to your Advisor/ TPD who will facilitate a discussion.

It is essential that you have a suitably experienced registered nurse and proper cross-infection control at all times during the training year. If you feel you are not receiving these it is essential you speak with your Educational Supervisor as your first point of contact. Please refer to the DFT Escalation process for further information on raising training issues during your training year.

Foundation Dentist Representative

A Foundation Dentist Representative is elected each year to represent the views of the Foundation Dentists at the Committee on Dental Foundation Training (CDFT(NI)).

All Dental Representatives are invited to attend the Dental Trainee forum, which meets twice a year. FD Representatives will also be invited to attend the Dental Foundation Training/ QUB Dental School Liaison Group, which meets twice a year and the 5th Year Welcome Event for final year dental students. This event typically takes place in March each year.

Expectations During your Foundation Training Year

On the following pages you will find information in relation to **Professionalism, conduct, Duty of candour, confidentiality and social media.**

Please also refer to NIMDTA's Foundation Dentist Professional Behaviours and communication Principles document.

Professionalism

Foundation Dentists are employed by the Dental practices they train in. As a Foundation Dentist you accept the responsibility to abide by and work effectively as an employee for that organisation. This includes complying with all local requirements such as: attending induction, the completion of monitoring forms, notification of absences due to sick leave, participating in meetings with NIMDTA Dental Advisers and Educational Supervisors and acknowledging and agreeing to the need to share information about your performance as a dentist in training with the Postgraduate Dental Dean.

Foundation Dentists 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 life, and to regularly take part in educational activities that maintain and develop their competence and performance.

GDC Focus on Standards

General Dental Council - Focus On Standards (gdc-uk.org)

As a Foundation Dentist 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.

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, NCAS or other regulatory body and to inform NIMDTA immediately if they are under investigation by their employer.

Foundation Dentists must assist and co-operate 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 practice investigation to:
katie.symington@hscni.net.

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 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 patient's 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 https://www.gdc-uk.org/docs/default-source/the-professional-duty-of-candour/duty-of-candourc6ea294a5d25476fb357b223a11d0cc8.pdf?sfvrsn=cba6dd3e_7

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.

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.

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:

[GDC - Should I be worried about what I post on social media?](#)

A copy of this guidance is also available on the NIMDTA Events Booking Platform.

NIMDTA Policies & Guidance

NIMDTA Training policies and guidance documents are available at the following link:

[NIMDTA Policies and Procedures](#)

NIMDTA Professional Support & Wellbeing

At times you may be encouraged to speak to the Professional Support and Wellbeing Team by your Educational Supervisor or Scheme Adviser. A further option would be self-referral, if you would like to speak to a professional not directly involved in your training.



The poster features a blue and orange gradient background with a faint silhouette of a person. At the top left, two stylized figures are climbing a large 'P' that is part of the 'PSW' acronym. The 'mdta' logo is positioned above the 'S' and 'W'. The text 'Northern Ireland' is above 'mdta', and 'Medical & Dental Training Agency' is below it. The 'PSW' letters are large and blue with a white outline. Below this, the text 'Professional Support & Wellbeing' is written in a smaller blue font. Two QR codes are placed side-by-side, with the text 'To Get Support' above the left one and 'To Find Out More' above the right one. At the bottom, there are images of 'REACH OUT' newsletters and a pair of headphones with a microphone. The text 'Have you: Heard our Podcasts? Read our Newsletters?' is written in white and blue. Below this, it says 'Scan the QR Codes above NOW!' and provides the phone number '028 9536 0224' and the email address 'psw.nimmdta@hscni.net'.

Northern Ireland
mdta
Medical & Dental Training Agency

PSW

Professional Support & Wellbeing

To Get Support

To Find Out More

**Have you:
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Read our Newsletters?**

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NOW!

028 9536 0224

psw.nimmdta@hscni.net



Who are PSW?

The Professional Support and Wellbeing department (PSW) aims to provide best practice in supporting and developing postgraduate doctors and dentists in training within Northern Ireland (NI). We are a team of Case Managers, Coaches and administrators who put trainee support and wellbeing at the heart of what we do.

When and Why might I need support?

Everyone needs support; however, we recognise that the amount of support may vary during times of particular challenge which may impact on progression in training.

Areas for support may include:

- **Health**
- **Personal Factors**
- **Environmental Issues**
- **Interpersonal Skills Challenges**
- **Progression through Training / Careers Advice**

What do we do?

One-to-One Support Meetings: Trainees can either self-refer or be referred by an educator. Each trainee will be allocated a Case Manager from our team of consultants (within different specialties) and senior NIMDTA staff. The trainee will be invited to a confidential one-to-one support meeting for pastoral support or careers guidance. Following which, support resources will be provided and recommended referrals progressed.

These can include:

- **Educational Assessment** - Trainees can be referred for an educational assessment for dyslexia following a meeting with one of our case managers.
- **Peer Mentoring** - As a mentee, you will be matched with a mentor who is a senior trainee, who could support you in the practical aspects of your training, as well as many other areas.
- **Coaching** - Our team of experienced and qualified coaches provide 1:1 coaching sessions for trainees providing a valuable way of identifying workable strategies for overcoming barriers to success.
- **OH Referral** - Case managers may recommend a referral to occupational health (OH) and the PSW team will ensure any adjustments are shared with the relevant parties.

028 9536 0224

psw.nimmdta@hscni.net

Please click on the link for further information - Professional Support & Wellbeing (nimmdta.gov.uk). If you wish to self refer, please email psw.nimmdta@hscni.net or scan the QR code.

Appendix 1 - Patient's Consent for Reproduction of Records

NOTE TO PATIENTS:

Qualified dental practitioners in the UK have to undertake further postgraduate training to ensure their own professional development. By consenting to the limited use of your dental records, you will be helping in this educational process.

However, please be aware that you have the right to choose whether or not you would like your records to be used in this way. Whatever you decide will have no impact on the quality of care you can expect to receive from this dental practice in the future.

Your dentist _____ (insert dentist's name) will explain how the records might be used in this process.

I of _____ (insert patient's full name and address

give my consent to records of my dental treatment, including photographs, radiographs and models of my teeth and jaws being used for the purpose of producing Case Presentations.

YES NO (Please tick as applicable in each case)

I understand that no part of the records, including the case report of my treatment, may be produced or divulged to anyone outside the training process without my further consent.

YES NO

I understand that I am entitled, in accordance with current legislation, to look at these records including the case report transcribed from the records.

YES NO

I am giving consent freely and understand that if I do **not** wish to consent to the use of my records, this decision will have no adverse effect on my future dental treatment or care in this practice.

YES NO

I have been given the opportunity to ask any questions I might have about this form, and am happy with the explanations provided to me.

YES NO

My consent is only in respect of the dental practitioner whose name appears below. I have been given a copy of this consent form.

YES NO



Contact Us

02895360221

dentalfoundation.nimmdta@hscni.net

www.nimmdta.gov.uk

 @Dentalnimmdta

 @nimmdta_dental