

**A Reference Guide  
for  
Dental Foundation Training  
in  
England, Wales and Northern Ireland**

**Applicable to Foundation Dentists taking up appointments in Dental  
Foundation Training which commenced on or after 1 September 2016**

**Supplement 3**

**Guidance for  
RCP Panels**

**The Dental Blue Guide  
September 2016**

## CONTENTS

### **Interim Reviews**

<a href="#">Purpose of Interim RCP Panel</a> .....	3
<a href="#">Suggested Review Order</a> .....	3
<a href="#">Interim RCP Panel Report</a> .....	3
<a href="#">Available Outcomes</a> .....	4
<a href="#">Additional Information</a> .....	4

### **Final Reviews Stage 1**

<a href="#">Purpose of Final RCP Stage 1 Panel</a> .....	5
<a href="#">Suggested Review Order</a> .....	5
<a href="#">Final RCP Stage 1 Panel Report</a> .....	5
<a href="#">Available Outcomes</a> .....	6
<a href="#">Additional Information</a> .....	6

### **Final Reviews Stage 2**

<a href="#">Purpose of Final RCP Stage 2 Panel</a> .....	8
<a href="#">Suggested Review Order</a> .....	8
<a href="#">Final RCP Stage 2 Panel Report</a> .....	8
<a href="#">Available Outcomes</a> .....	9
<a href="#">Additional Information</a> .....	9

### **Evidence Review Sequence**

<a href="#">Interim RCP</a> .....	11
<a href="#">Final RCP (Stages 1 and 2)</a> .....	14

### **Final RCP Outcomes – Additional Guidance ..**

<a href="#">Management of Final RCP Outcomes</a> .....	19
<a href="#">Outcome 6R - Guidance on forms of wording</a> ....	20

## Interim Reviews of Competence Progression

### Purpose of Interim RCP Panel

- Confirm that 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

### Suggested Review Order

***NB: Not all FDs will need to be reviewed in depth***

#### ***Always review:***

1. ES Report
2. ES Supplementary Report (if required)
3. TPD Report
4. MSF and PSQ summaries
5. Clinical activity summary
6. ADEPTs and CbD numbers
7. Complaints and adverse incidents (if any)
8. Sickness absence days (if any)

***Other information only needs to be reviewed if there are concerns***

### Interim RCP Panel Report

- Wherever possible it is recommended that the Report should be completed and signed electronically at the time of the Panel meeting.
- Where this is not possible, or where a different process is required locally, a process similar to the following is recommended:
  - The Report for each FD should be completed on the e-Portfolio template and then printed
  - The Panel Chair should sign the printed copy
  - The signed paper copy should always be retained for Deanery/HEE Local Office records, unless instructed otherwise
- The facility to download the Report in PDF format and then to upload the signed report into the e-Portfolio is under development, but is not currently available.

- The Interim RCP Panel report which will be available to the FD, ES(s), Scheme TPD as well as the Associate Dean/Regional Advisor/PAD and Postgraduate Dental Dean
- The report will set out the following information:
  - What evidence has been reviewed by the Panel
  - The Panel's recommended Outcome
  - Any recommendations for further development or support

### Available Outcomes

- An **Outcome 1** recommendation (Achieving progress etc. at the expected rate) may also include additional guidance for the FD
- An **Outcome 2** recommendation (Development of specific competences required) will lead to Action Plan to support targeted additional training and, if required, additional ADEPTs, PSQs and/or MSFs
- An **Outcome 5** recommendation (Incomplete evidence presented) will be made if necessary to allow an FD the opportunity to provide any missing evidence within a specified time period (normally 10 working days)

### Additional Information

- The Scheme TPD or equivalent may be in attendance to provide information or clarification requested by the Panel. The Scheme TPD should not be involved in presenting the evidence or setting the Panel's Outcome recommendation
- Neither the FD nor the FDs Educational Supervisor(s) should be present at the Interim RCP Panel's discussions. Educational Supervisors are not expected to attend afterwards to receive feedback
- If a satisfactory Outcome (**Outcome 1**) is anticipated, a FD is **not** expected to attend to receive feedback after the Panel has reached its decision. An Outcome 1 recommendation may include guidance to the FD on specific topics of a minor nature and any guidance should be included in the Panel Report
- If an unsatisfactory Outcome (**Outcome 2 - development required in specific areas**) is recommended the FD should receive feedback from the Panel Chair or their nominated deputy as soon as practicable after the Panel has reached its decision. The Panel Report will detail the reasons for the recommendation, any mitigating circumstances, and the competencies requiring further development. There will be a later meeting between the FD and their Scheme TPD to discuss the creation of a relevant action plan. ***A FD should not be present at the Panel discussion***
- Any variations to the process should be noted by the Panel Chair and reported to the HEE Local Office/Deanery, together with the reasons for the variation.

## Final Reviews of Competence Progression – Stage 1

### Purpose of Final RCP Stage 1 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?

### Suggested Review Order

***NB: Not all FDs will need to be reviewed in depth***

#### ***Always review:***

1. ES Final Report
2. ES Supplementary Final Report (if required)
3. TPD Final Report
4. Interim RCP Panel Report
5. Second MSF and/or PSQ summaries (if requested by Interim Panel)
6. ADEPTs and CbD numbers
7. Clinical activity record summary
8. Professionalism and Management & Leadership Domains Summaries
9. Complaints and Adverse Incidents (if any)
10. Sickness absence days (if any)

***Other information only needs to be reviewed if there are concerns***

### Stage 1 Panel's Report for Final RCP

- Wherever possible it is recommended that the Report should be completed and signed electronically at the time of the Panel meeting.
- Where this is not possible, or where a different process is required locally, a process similar to the following is recommended:
  - The Report for each FD should be completed on the e-Portfolio template and then printed
  - The Panel Chair should sign the printed copy
  - The signed paper copy should always be retained for Deanery/HEE Local Office records, unless instructed otherwise

- The facility to download the Report in PDF format and then to upload the signed report into the e-Portfolio is under development, but is not currently available.
- The Final RCP Stage 1 Panel will produce a report which will be available to the FD, ES(s), Scheme TPD as well as the Associate Dean/Regional Advisor/PAD and Postgraduate Dental Dean
- The report will set out the following information:
  - What evidence has been reviewed by the Panel
  - The Panel's recommended Outcome
  - Any recommendations for further development or support

### Available Outcomes

- An **Outcome 5** recommendation (Incomplete evidence presented) will be made if necessary to allow an FD the opportunity to provide any missing evidence within a specified time period. For expediency, this may be reviewed by a Stage 2 Panel.
- An **Outcome 6** recommendation (Gained all required competencies) will be the 'trigger' for issue of a Satisfactory Completion of Dental Foundation Training Certificate by the end of the training year. This recommendation will need to take account of the fact that the assessment is taking place before the end of the programme.
- An **Outcome 6R** recommendation (Demonstrated all required competences and prescribed elements subject to completion of identified actions) will be made if the panel considers that the Foundation Dentist should realistically be able to complete the training programme within the specified training period, subject to completion of the items identified by the panel. The panel will need to identify the specific elements that must be demonstrated and reviewed within the remainder of the specified training period for satisfactory completion of the training programme to be confirmed.
- An **Outcome 7** recommendation (Referral to Stage 2 Panel for further consideration) will be made if the Stage 1 Panel has concerns that the required competencies will not be demonstrated by the end of the training year or that other issues may affect Satisfactory Completion.

### Additional Information

- The Scheme TPD or equivalent may be in attendance to provide information or clarification requested by the Panel. The Scheme TPD should not be involved in presenting the evidence or setting the Panel's Outcome recommendation
- Neither the FD nor the FDs Educational Supervisor(s) should be present at the Final RCP Panel's discussions. Educational Supervisors are not expected to attend afterwards to receive feedback
- If a satisfactory Outcome (**Outcome 6**) is anticipated, a FD is **not** expected to attend to receive feedback after the Panel has reached its decision. An Outcome 6 recommendation may include guidance to the FD on specific topics of a minor nature and any guidance should be included in the Panel Report

- If an unsatisfactory Outcome (Outcome 7) is made, a FD is **not** expected to attend to receive feedback after the Panel has reached its decision. Feedback to the FD, if required, will be provided through the Final RCP Panel – Stage 2 process
- Stage 1 Panels **cannot** recommend an extension to the period of training
- **Outcome 5** Recommendation – see additional guidance on page 19 on when an Outcome 5 should be awarded
- Any variations to the process should be noted by the Panel Chair and reported to the HEE Local Office/Deanery, together with the reasons for the variation.

## Final Reviews of Competence Progression – Stage 2

### Purpose of Final RCP Stage 2 Panel

- Review the Final RCP Stage 1 Panel Report
- Review any additional evidence presented by FD (Outcome 5 from Stage 1)
- Review previous evidence if necessary (as for Final RCP Stage 1)
- Confirm whether or not the FD has completed the necessary requirements to demonstrate Satisfactory Completion
- Make an Outcome recommendation (which may include an extension of training)
- Recommend any additional activity to be completed before the end of the programme
- Primary evidence:
  - ES and TPD Final reports
  - Final RCP Stage 1 report
- Priority areas:
  - Clinical safety
  - Communication ability
  - Engagement with programme
  - Is there evidence that the FD is able to practice independently?

### Suggested Review Order

***NB: FDs referred to a Final RCP Stage 2 Panel will normally need to be reviewed in depth***

#### ***Always review:***

11. ES Final Report
12. ES Supplementary Final Report (if required)
13. TPD Final Report
14. Interim RCP Panel Report
15. Final RCP Stage 1 Panel Report
16. Second MSF and/or PSQ summaries (if requested by Interim Panel)
17. ADEPTs and CbD numbers
18. Clinical activity record summary
19. Professionalism and Management & Leadership Domains Summaries
20. Complaints and Adverse Incidents (if any)
21. Sickness absence days (if any)

***Other information may need to reviewed in connection with concerns raised***

### Stage 2 Panel's Report for Final RCP

- Wherever possible it is recommended that the Report should be completed and signed electronically at the time of the Panel meeting.
- Where this is not possible, or where a different process is required locally, a process similar to the following is recommended:
  - The Report for each FD should be completed on the e-Portfolio template and then printed
  - The Panel Chair should sign the printed copy

- The signed paper copy should always be retained for Deanery/HEE Local Office records, unless instructed otherwise
- The facility to download the Report in PDF format and then to upload the signed report into the e-Portfolio is under development, but is not currently available.
- The Final RCP Stage 2 Panel will produce a report which will be available to the FD, ES(s), Scheme TPD as well as the Associate Dean/Regional Advisor/PAD and Postgraduate Dental Dean
- The report will set out the following information:
  - What evidence has been reviewed by the Panel (including the Interim RCP Panel and Final RCP Stage 1 Panel Reports)
  - The Stage 2 Panel's recommended Outcome
  - Any recommendations for further development and support

### Available Outcomes

- An **Outcome 3** – recommendation (Inadequate progress – additional training time required) will be made if the Panel decides that an extension of training is necessary before the FD can be considered ready for independent practice.
- An **Outcome 4** recommendation – (Released from training programme) means that a Certificate of Satisfactory Completion will not be issued. Instead a Certificate of Completion will be issued with competencies demonstrated/not demonstrated identified.
- An **Outcome 5** recommendation is **not available** to Stage 2 Panels as any incomplete evidence will have requested through the Stage 1 Panel process
- An **Outcome 6** recommendation (Gained all required competencies) will be the 'trigger' for issue of a Satisfactory Completion of Dental Foundation Training Certificate by the end of the training year. This recommendation will need to take account of the fact that the assessment is taking place before the end of the programme. A Stage 2 Panel can make an Outcome 6 recommendation even though a Stage 1 Panel has made an Outcome 7 recommendation provide that the Panel believes that there is sufficient evidence to support the decision.
- An **Outcome 6R** recommendation (Demonstrated all required competences and prescribed elements subject to completion of identified actions) will be made if the panel considers that the Foundation Dentist should realistically be able to complete the training programme within the specified training period, subject to completion of the items identified by the panel. The panel will need to identify the specific elements that must be demonstrated and reviewed within the remainder of the specified training period for satisfactory completion of the training programme to be confirmed.

### Additional Information

- The Scheme TPD is **not** expected to be present at a Final RCP Stage 2 Panel

- Neither the FD nor the FDs Educational Supervisor(s) should be present at the Final RCP Panel's discussions. Educational Supervisors are not expected to attend afterwards to receive feedback
- Referral to a Final RCP Stage 2 Panel is always likely to result in the need for feedback to the FD even if an unsatisfactory Outcome (**Outcome 3** - Inadequate progress – additional training time required or **Outcome 4** - Released from training programme) is not recommended. The FD should have been informed in advance of the referral to a Stage 2 Panel and advised that they normally be expected to attend to receive feedback after the Panel has reached its decision. Any Outcome recommendation may include requirements for, and guidance to, the FD and any requirements or guidance should be included in the Panel Report
- The Panel Report will detail the reasons for the recommendation, any mitigating circumstances, and the competencies requiring further development. There will be a later meeting between the FD and their Scheme TPD to discuss the creation of a relevant action plan. A FD should not be present at the Panel discussion
- Stage 2 Panels **can** recommend an extension to the period of training, if appropriate. As proposed, Dental Foundation Training can only be extended for a maximum period of one year
- Any FD with a recommendation for Outcomes 3 or 4 will have the right to appeal the decision once statutory Satisfactory Completion is introduced
- Any variations to the process should be noted by the Panel Chair and reported to the HEE Local Office/Deanery, together with the reasons for the variation.

### Interim RCP Panels

#### Evidence Review Sequence – E-portfolio View

#### Section 1 - View always for each FD

Area	Dashboard Location	Sub-Location	Comments
ES Structured Report to Interim RCP		First item	If any areas in this section not present – Outcome 5 will be necessary
TPD Structured Report to Interim RCP		Second item	
Clinical Activity Summary (including UDA count and Complex Treatments)		First and second items	
MSF Summary		Second item	
PSQ Summary		Third item	
Number of days' sickness absence		Third item	

**Section 2 - View if number completed is less than requirement or if ES and/or TPD raise concerns in report**

Area	Dashboard Location	Sub-Location	Comments												
ESR Action Plan	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Third item	View if present
ES Supplementary Report to Interim RCP	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Automatically available on e-Portfolio if a concern raised by ES in Structured Report
ADEPTs	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Minimum of 8 completed
CbDs	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Second item	Minimum of 3 completed
Reflective Clinical Logs	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Minimum of 12 completed
DOPSSs	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Second item	Two completed



## Final RCP Panels

### Evidence Review Sequence – E-portfolio View

#### Section 1 - View always for each FD

Area	Dashboard Location	Sub-Location	Comments
ES Structured Report to Final RCP	■	First item	<p><b>Final RCP Stage 1 wording:</b> If not present – Outcome 5 will be necessary</p>
TPD Structured Report to Final RCP	■	Second item	<p><b>Final RCP Stage 2 wording:</b> If not present at for viewing at the Final RCP Stage 1 Panel an Outcome 5 will have been awarded by that Panel and the FD referred to the Stage 2 Panel for consideration. If the evidence is not present for the Stage 2 Panel an Outcome 3 recommendation should be considered to allow time for the Deanery/HEE Local Office to investigate the reasons</p>
Interim RCP Panel Report	■	Third item	
Final RCP Stage 1 Panel Report	■	Third item	<p><b>Final RCP Stage 2 Panels only</b></p>
Clinical Activity Summary (including UDA count and Complex Treatments)		First and second items	<p>If not present – Outcome 5 will be necessary (<b>Stage 1 Panels only</b>)</p>
	■		
MSF Summary		Second item	<p>If second round required by Interim RCP Panel or if issues raised in ES and/or TPD Reports If not present – Outcome 5 will be necessary (<b>Stage 1 Panels only</b>)</p>
	■		



**Section 1 continued**

Area	Dashboard Location	Sub-Location	Comments												
Number of days' sickness absence	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Relevance to Satisfactory Completion should be considered

**Section 2 - View if number completed is less than requirement or if ES and/or TPD raise concerns in report**

Area	Dashboard Location	Sub-Location	Comments												
ES Supplementary Report to Final RCP	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	
ES Structured Report to Interim RCP	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Automatically available on e-Portfolio if a concern raised by ES in Structured Report
ES Supplementary Report to Interim RCP	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Automatically available on e-Portfolio if a concern raised by ES in Structured Report
TPD Structured Report to Interim RCP	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Second item	

**Section 2 Continued**

Area	Dashboard Location	Sub-Location	Comments												
ADEPTs	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Minimum of 18 completed
CbDs	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Second item	Minimum of 10 completed
ESR Action Plan	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Third item	View if present
DOPSS	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Second item	Two completed
Record Keeping Review	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Fourth item	View if concern raised in ES and/or TPD Report
Induction	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	View if concern raised in ES and/or TPD Report

**Section 2 continued**

Area	Dashboard Location	Sub-Location	Comments												
FD Presentations	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													First item	Evidence of one assessed presentation
Clinical Audit	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Fifth row – not shown on grid (FD uploads)	
BSA Data	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													Fifth row – not shown on grid (FD uploads)	

## **Management of Final RCP Outcomes Additional Guidance**

In view of the fact that the Final RCP process may be new to some TPDs and ESs it is possible that the evidence available may be less comprehensive than will be the case in future years. The purpose of this guidance is to ensure that an Extension of Training is not recommended where there are no patient safety issues or concerns.

The Outcome 6R forms of wording (page 21 onwards) are recommendations only and Panels should take account of all elements submitted, including whether or not a Foundation Dentist can be considered suitable to practice independently within NHS Primary Dental Care Services, in reaching a decision on which Outcome to award.

### **ES and TPD reports**

The declaration in both the ES and TPD reports as to whether there is any reason why the named Foundation Dentist is not ready for Independent Practice should be regarded as the primary source of information as to whether or not an Outcome 6 is recommended. All other evidence should be viewed in the context of those statements. In the majority of cases, the declaration will be 'No' in both cases and the award of an Outcome 6 should be the default option - but see 'Outcome 6 with Requirements' guidance below

### **When to award an Outcome 5 and when to award an Outcome 7 (Stage 1 Panels)**

It is important to differentiate at a Stage 1 Panel as to whether or not the only issue is the completeness of the evidence available and that there are no specific concerns with regard to the FD's ability to satisfactorily complete within the initial twelve-month period. If incomplete evidence is the only issue, then an Outcome 5 should be awarded.

An Outcome 7 (refer to Stage 2 Panel) should only be recommended when there are specific concerns about an FD's performance and/or their ability to satisfactorily complete within the initial twelve-month training period. Award of an Outcome 7 may still include a request/requirement for additional information to be supplied to the Stage 2 Panel.

### **When to award an Outcome 6R (requirements to be completed before the end of the training period (Stage 1 and Stage 2 Panels))**

Most Final RCP Panels will be considering evidence at least two months before the end of the training programme and, where there are no significant patient safety issues; there will often still be time for the FD to complete any outstanding requirements (e.g. additional crowns, dentures, etc.). An Outcome 6R will contain specific requirements to be completed before the end of the training period, the Panel needs to ensure that the requirements are capable of being delivered within that time. The process for reviewing evidence submissions after an Outcome 6R is awarded is set out in the Blue Guide (September 2016 edition). Guidance on the form of wording of requirements is included on the following pages, but individual cases will require individual wording.

### **Final Decision**

Please note RCP panels make a recommendation to the Postgraduate Dental Dean and the final decision as to whether or not to award a Certificate of Satisfactory Completion is still the responsibility of the Postgraduate Dental Dean, following an appeals process, if necessary.

### Outcome 6R - Guidance on forms of wording for each assessment area

Assessment	Recommended Minimum Requirement	Guidance	Suggested form of wording for Outcome 6 with Requirements (where necessary)
ES and/or TPD Structured Report	Completed	<ul style="list-style-type: none"> <li>• Both reports must be present for an Outcome 6 recommendation to be made by a Stage 1 or Stage 2 Panel</li> <li>• These reports are key to the Panel's decision-making process and in signposting the Panel to what other evidence should be reviewed</li> </ul>	<p style="color: red;">An Outcome 6R is only likely to be awarded in this area if there are exceptional or mitigating circumstances</p> <ul style="list-style-type: none"> <li>• 'Unless the <i>ES/TPD (specify)</i> Structured Report is submitted before the end of the training period, an Outcome 6 recommendation cannot be considered'</li> </ul>
ADEPTs	Eighteen completed by end of Month 9	<ul style="list-style-type: none"> <li>• All 11 major clinical competencies should be assessed at least once by the ES or another dentist</li> <li>• Minimum of 18 completed by Final RCP Stage 1. If not, any Outcome 6 award should be conditional on completion by a date set by the Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Where not all 11 major clinical competencies have been assessed: 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of ADEPTs relating to the following competencies – <i>[SPECIFY ITEMS REQUIRED]</i>'</li> <li>• Where less than 18 completed ADEPTs have been submitted 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of <i>[SPECIFY NUMBER REQUIRED]</i> ADEPTs'</li> </ul>
Case-based Discussions (CbDs)	Ten completed by end of Month 9	<ul style="list-style-type: none"> <li>• If not completed, any Outcome 6 award should be conditional on completion by a date set by the Panel</li> </ul>	<ul style="list-style-type: none"> <li>• 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of <i>[SPECIFY NUMBER REQUIRED]</i> CbDs'</li> </ul>

Assessment	Recommended Minimum Requirement	Guidance	Suggested form of wording for Outcome 6 with Requirements (where necessary)
Reflective Clinical Log	Fifteen completed, action plans generated and identified learning needs addressed	<ul style="list-style-type: none"> <li>If not completed, any Outcome 6 award should be conditional on completion by a date set by the Panel</li> </ul>	<ul style="list-style-type: none"> <li>'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of <i>[SPECIFY NUMBER REQUIRED]</i> Reflective Clinical Logs'</li> </ul>
Clinical Audit	Completed	<ul style="list-style-type: none"> <li>Where an audit has not been fully or only partially completed, the Panel should decide whether or not the lack of completion is sufficient to require an extension of training</li> </ul>	<ul style="list-style-type: none"> <li>'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of a completed audit'</li> </ul>
Clinical Activity Record	Record completed and activity demonstrates experience of a broad range of treatments and patient types relevant to NHS General Dental Practice	<ul style="list-style-type: none"> <li>The recommended minimum requirements are for guidance only and are not currently evidence-based.</li> <li>Where the recommended minimum requirement has not been achieved, the Panel should decide whether or not the activity is sufficient to enable the FD to work independently.</li> <li>Where the above figures have not been fully delivered an Outcome 6 could be awarded dependent on completion of relevant elements by the end of the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>For further guidance on complex treatments, see separate section towards the end of this document</b></li> <li>Generic wording: 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>'</li> </ul>

Assessment	Recommended Minimum Requirement	Guidance	Suggested form of wording for Outcome 6 with Requirements (where necessary)
Units of Dental Activity (UDAs)	In the region of 1875 (1820 in Wales) recorded UDAs in a range of Bands during the first 12 months as an FD	<p>1875 UDAs is a guidance figure and a broad range of clinical activity is relevant</p> <ul style="list-style-type: none"> <li>• Very low or very high recorded UDA levels should be reviewed in the context of other evidence</li> <li>• UDAs should be completed across the range of Bands</li> <li>• Potential activity in Months 11 and 12 should be considered (with guidance if necessary)</li> <li>• Activity in NHS Contract Prototypes in England should demonstrate an equivalent level</li> <li>• Where the recommended minimum requirement has not been achieved, the Panel should decide whether or not the activity is sufficient to enable the FD to work independently when setting an Outcome</li> <li>• The definition of 'very high' or 'very low' should be considered in the context of other FDs' activity in the programme and the policy of the individual HEE Local Office/Deanery</li> </ul>	<ul style="list-style-type: none"> <li>• Where the number of UDAs recorded is low: 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion of <i>[SPECIFY NUMBER REQUIRED]</i> additional UDAs'</li> <li>• Where the UDAs recorded is low in a particular range: 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion of <i>[SPECIFY NUMBER REQUIRED]</i> additional UDAs in Band <i>[SPECIFY BAND]</i>'</li> </ul> <p>NB Where the number of UDAs is low, particular attention should be given the clinical activity information and the overall relevance to patient safety before setting any further requirement.</p>

Assessment	Recommended Minimum Requirement	Guidance	Suggested form of wording for Outcome 6 with Requirements (where necessary)
MSF(s)	Completed	<ul style="list-style-type: none"> <li>• Where a MSF requirement has not been fully completed, the Panel should decide whether or not the lack of completion is sufficient to require an extension of training</li> <li>• It may be possible to award an Outcome 6 with a requirement for the outstanding audit activity to be completed by the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of a further MSF round’</li> </ul>
PSQ(s)	Completed	<ul style="list-style-type: none"> <li>• Where a PSQ requirement has not been fully completed, the Panel should decide whether or not the lack of completion is sufficient to require an extension of training</li> <li>• It may be possible to award an Outcome 6 with a requirement for the outstanding audit activity to be completed by the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of a further PSQ round’</li> </ul>
Professionalism and Management & Leadership Domains	Evidence of training submitted by FD by end of Month 9	<ul style="list-style-type: none"> <li>• Where all elements have not been completed, the Panel should decide whether or not the lack of completion is sufficient to require an extension of training or whether to award an Outcome 6 conditional upon any missing elements being completed by the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion and submission of a further evidence in the following area(s) in the Professionalism and Management &amp; Leadership Domains – <i>[SPECIFY ITEMS REQUIRED]</i>’</li> </ul>

Assessment	Recommended Minimum Requirement	Guidance	Suggested form of wording for Outcome 6 with Requirements (where necessary)
Study Day attendance	All LETB/Deanery Study Days (or approved alternatives) attended to date	<ul style="list-style-type: none"> <li>Where not all Study Days have been attended, the Panel should decide whether or not the lack of attendance is sufficient to require an extension of training or whether to award an Outcome 6 conditional upon any missing elements being completed by the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>'Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of attendance at a relevant course (or courses) in the following areas – <i>[SPECIFY ITEMS REQUIRED]</i></li> </ul>
Educational Supervisor Tutorial Programme	All Tutorials required by LETB/Deanery completed to date	<ul style="list-style-type: none"> <li>Where not all Tutorials have been carried out, the Panel should decide whether or not this is sufficient to require an extension of training or whether to award an Outcome 6 conditional upon any missing Tutorials being completed by the end of the year</li> <li>Tutorials scheduled after Final RCP recommendation must be attended and evaluated for a Certificate of Satisfactory Completion of DFT to be issued</li> </ul>	<ul style="list-style-type: none"> <li>'Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of <i>[SPECIFY NUMBER]</i> further tutorials' (If necessary, the areas to be covered by the further tutorials could be stated)</li> </ul>
Significant Events	Reporting required in e-portfolio and ESs' Structured Reports	<ul style="list-style-type: none"> <li>Panels will take account of the evidence and its relevance to patient safety in deciding whether or not an extension of training is necessary</li> </ul>	<ul style="list-style-type: none"> <li>Additional requirements not applicable</li> </ul>
Complaints	Reporting required in e-portfolio and ESs' Structured Reports	<ul style="list-style-type: none"> <li>Panels will take account of the evidence and its relevance to patient safety in deciding whether or not an extension of training is necessary</li> </ul>	<ul style="list-style-type: none"> <li>Additional requirements not applicable</li> </ul>

<b>Assessment</b>	<b>Recommended Minimum Requirement</b>	<b>Guidance</b>	<b>Suggested form of wording for Outcome 6 with Requirements (where necessary)</b>
Sickness absence	Reporting required in e-portfolio and ESs' Structured Reports	<ul style="list-style-type: none"> <li>• Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Additional requirements not applicable</li> </ul>
Annual leave	Reporting required in e-portfolio and ESs' Structured Reports	<ul style="list-style-type: none"> <li>• Where annual leave is in excess of the contractual requirements, Panels should take account of the context in deciding whether or not to recommend an Outcome 6</li> </ul>	<ul style="list-style-type: none"> <li>• Additional requirements not applicable</li> </ul>
BSA Data	BSA data will have been made available directly and upload by the FD is no longer required	<ul style="list-style-type: none"> <li>• This data should approximately match the data provided by the FD. Where this is not the case, the matter should be referred to the PGDD for consideration</li> <li>• Lack of data matching should not, in itself, constitute a reason not to award an Outcome 6 of otherwise appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Any additional clinical activity identified through the BSA data should be included in the Clinical Activity Record section (see above)</li> </ul>
National FD Survey	Completed	<ul style="list-style-type: none"> <li>• If not completed by the Final RCP, a paper survey document should be required to be filled in before the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>• 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion of a survey provided for this purpose by the HEE Local Office/Deanery'</li> </ul>
HEE Local Office/Deanery FD Survey	Completed (where applicable)	<ul style="list-style-type: none"> <li>• If not completed by the Final RCP, a paper survey document should be required to be filled in before the end of the year, if required by the HEE Local Office/Deanery</li> </ul>	<ul style="list-style-type: none"> <li>• Where completion is of a local survey is a requirement): 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the completion of a survey provided for this purpose by the HEE Local Office/Deanery'</li> </ul>

### Complex Treatments

This could be a difficult area to assess as detailed evidence of the average FD activity or the minimum requirement to address patient safety issues in these areas is not currently available, nor is there an indication within the numbers alone of what represents a demonstration of competence. Where there is a potential concern, detailed review of available relevant ADEPT and CbD records may necessary. Panels will need to weigh up as to whether or not the failure to achieve one or more elements is sufficient evidence of a risk to patient safety to require an extension of training or whether specific requirements could be given as to elements to be achieved by the end of the year which would then allow for an Outcome 6 recommendation. Factors which result in a lack of activity may not be due to the abilities of the FD or indicate a lack of competence. Where other factors exist, the FD should not be 'penalised' and the other factors should be managed outside the assessment process.

Recommended Minimum Activity	Guidance	Suggested form of wording for Outcome 6 with Requirements (where necessary)
Twelve crowns and other ceramic restorations (e.g. inlays, onlays and veneers) - to include at least one of each type, if possible	<ul style="list-style-type: none"> <li>• There should be sufficient activity across these elements to demonstrate competence</li> <li>• Failure to complete a particular element or elements (e.g. a veneer) should not, in itself prevent the award of an Outcome 6</li> <li>• Where numbers are the sole issue, the Panel may decide to require specific elements to be completed in Months 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>• 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>'</li> </ul>
Two bridges - to include one conventional bridge, if possible	<ul style="list-style-type: none"> <li>• The number and type of bridge or bridges completed should not, in itself, be the deciding factor as to whether or not competence has been demonstrated</li> <li>• Where numbers are the sole issue, the Panel may decide to require specific elements to be completed in Months 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>• 'Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>'</li> </ul>

<b>Complex Treatments (continued)</b>		
<b>Recommended Minimum Activity</b>	<b>Guidance</b>	<b>Suggested form of wording for Outcome 6 with Requirements (where necessary)</b>
Twelve acrylic prostheses	<ul style="list-style-type: none"> <li>• The number and type of prostheses completed should not, in itself, be the deciding factor as to whether or not competence has been demonstrated</li> <li>• Where numbers are the sole issue, the Panel may decide to require specific elements to be completed in Months 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>’</li> </ul>
Two Co-Cr prostheses	<ul style="list-style-type: none"> <li>• The number and type of prostheses completed should not, in itself, be the deciding factor as to whether or not competence has been demonstrated</li> <li>• Where numbers are the sole issue, the Panel may decide to require specific elements to be completed in Months 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>’</li> </ul>
Twelve endodontic cases – to include both single-rooted (incisors and/or canines) and multi-rooted endodontic cases (molars and/or premolars)	<ul style="list-style-type: none"> <li>• The number and type of endodontic cases completed should not, in itself, be the deciding factor as to whether or not competence has been demonstrated</li> <li>• Where numbers are the sole issue, the Panel may decide to require specific elements to be completed in Months 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>’</li> </ul>
Four extractions involving bone removal and/or flaps: one undertaken as ADEPT with ES by the end of Month 4	<ul style="list-style-type: none"> <li>• The initial source of evidence should be the surgical extraction undertaken as an ADEPT</li> <li>• Where numbers are the sole issue, the Panel may decide to require specific elements to be completed in Months 11 and 12</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Award of an Outcome 6 (Satisfactory Completion) is dependent on the submission of evidence of completion of the following items: <i>[SPECIFY ITEMS REQUIRED]</i>’</li> </ul>