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 2015

Guidance Supplement
(Pilots 2015/16)

The Dental Blue Guide
Provisional Edition
July 2015
**Guidance:**

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Guidance G1

Satisfactory Completion Pilots

Minimum Requirements to Demonstrate Satisfactory Completion

Please note that these are **recommended minimum** requirements designed to ensure that the purpose of Foundation Training ‘to provide a wide range of dental care and treatment and to attend such study days as that contract provides, with the aims and objectives of enhancing clinical and administrative competence and promoting high standards through relevant postgraduate training’ is met. Individual LETBs/Deaneries may make some or all requirements mandatory at their discretion.

Where a recommended minimum requirement has not been met, RCP Panels will take account of local LETB/Deanery guidance, extenuating circumstances and/or the overall performance of a FD in making an Outcome recommendation. An Outcome recommendation should not normally be based on whether or not an individual requirement has or has not been met unless this has a potential effect on patient safety.

It is accepted that delivery of the Clinical Activity recommendations may have to be influenced by local factors and the overall clinical recommendations are designed to guide RCP Panel members, Foundation Dentists, Educational Supervisors, Training Programme Directors and other LETB/Deanery staff in recognising what a broad range of clinical experience should represent with regard to more complex treatments. In all cases, any treatment must be carried out in line with a patient’s best interests.

Foundation Training is a unique opportunity for a Foundation Dentist to gain experience of all types of NHS treatment and patients in a protected environment under the guidance of an experienced Educational Supervisor in a practice approved for that purpose. Within the bounds of patient and trainee safety, Foundation Dentists should actively seek to ensure that they take full advantage of the opportunities available to gain suitable clinical and non-clinical experience throughout the training period.
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Minimum Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction</td>
<td>Practice induction to be completed within first two weeks</td>
<td>• Induction checklist in e-portfolio to be used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Record of pre-Foundation clinical activity to be completed</td>
</tr>
<tr>
<td>Early Stage Review and</td>
<td>FD and ES reports to be completed by end of Month 2 and TPD meetings held</td>
<td>• Available to the Panel for information</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOPSSs</td>
<td>Two completed within first two to four weeks</td>
<td>• 1. New patient examination (communication skills)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2. Simple restoration (clinical skills)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Concerns to be discussed with TPD</td>
</tr>
<tr>
<td>Patient Record Review</td>
<td>Completed in Month 3</td>
<td>• 10 records reviewed by FD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum 3 records reviewed by ES</td>
</tr>
<tr>
<td>ADEPTs</td>
<td>Eighteen completed by end of Month 9</td>
<td>• All 11 major clinical competencies should be assessed at least once by the ES or another dentist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ADEPTs with a score of less than 3 in an individual element or elements will highlight a learning need or needs. These should be recorded and addressed and there must be evidence to show that the needs have been met - this may include a further relevant ADEPT, if necessary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• At least 1 ADEPT should be carried out by an assessor (TPD or ES) other than the FD’s ES(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum of 8 completed by Interim RCP Stage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum of 18 completed by Final RCP Stage 1</td>
</tr>
<tr>
<td>Case-based Discussions</td>
<td>Ten completed by end of Month 9</td>
<td>• Minimum of 3 completed by Interim RCP Stage</td>
</tr>
<tr>
<td>(CbDs)</td>
<td></td>
<td>• One CbD to be formally presented and assessed at a Study Day</td>
</tr>
<tr>
<td>Reflective Clinical Log</td>
<td>All Logs completed, action plans generated and identified learning needs addressed</td>
<td>• Minimum of eight to be completed by end of Month 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum of one to be completed each month between Months 3 and 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Action plans should be created (and followed through) as part of each entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Additional entries (when appropriate) are to be encouraged to support reflective practice</td>
</tr>
<tr>
<td>Units of Dental Activity</td>
<td>In the region of 1875 (1820 in Wales) recorded UDAs in a range of Bands during the</td>
<td>• UDAs should be completed across the range of Bands as appropriate to demonstrate adequate preparation for NHS dental practice</td>
</tr>
<tr>
<td>(UDAs)</td>
<td>first 12 months as an FD</td>
<td>• Level of UDA delivery should also take account of the depth and breadth of clinical experience demonstrated in the Clinical Activity Record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Activity in NHS Contract Prototypes in England should demonstrate an equivalent level</td>
</tr>
<tr>
<td>Assessment</td>
<td>Minimum Requirement</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Clinical Activity Record                       | Record completed and activity demonstrates experience of a broad range of treatments and patient types relevant to NHS General Dental Practice                                                                                                                                     | • Record to be completed monthly. Each record will be locked 5 working days after end of each month  
• Complex treatments - activity should include a minimum of:  
  • Twelve crowns, inlays, onlays and veneers. To include at least one of each type, if possible  
  • Three bridges. To include one conventional bridge, if possible  
  • Twelve acrylic prostheses  
  • Two Co-Cr prostheses  
  • Eight single-rooted endodontic cases (incisors and/or canines)  
  • Four multi-rooted endodontic cases (molars and/or premolars)  
  • Two surgical extractions: One undertaken as ADEPT with ES by the end of Month 4                                                                                               |
| Clinical Audit                                 | Completed by end of Month 9                                                                                                                                                                                           | • Two audit cycles to be completed  
• Topic and timings to be set by individual LETBs/Deaneries                                                                                                                                                                           |
| MSF(s)                                         | Completed in Month 4 (and Months 8/9 if required)                                                                                                                                                                    | • Minimum of 8 submitted forms required  
• Must include ES(s), FD’s Dental Nurse, Practice Receptionist  
• Repeated in Months 8 or 9 if required by Interim Panel                                                                                                                                                                         |
| PSQ(s)                                         | Completed in Month 4 (and Months 8/9 if required)                                                                                                                                                                    | • Minimum of 20 submitted forms required  
• Repeated in Months 8 or 9 if required by Interim Panel                                                                                                                                                                         |
| Professionalism and Management & Leadership Domains | Evidence of training submitted by FD by end of Month 9                                                                                                                                                               | • See matrix on pages 4/5 for assessment evidence options                                                                                                                                                                   |
| Study Day attendance                           | All LETB/Deanery Study Days (or approved alternatives) attended, recorded and evaluated reflectively                                                                                                               | • Normally 30 Study Days in 12 months period (may be local LETB/Deanery variations)  
• Deanery/LETB Study Days held after Final RCP recommendation must be attended and evaluated for Certificate of Satisfactory Completion of DFT to be issued                                |
| Educational Supervisor Tutorial Programme      | All Tutorials required by LETB/Deanery completed, recorded and evaluated reflectively                                                                                                                                  | • Normally 40 Tutorials in 12 months period (may be local LETB/Deanery variations)  
• Tutorials scheduled after Final RCP recommendation must be attended and evaluated for Certificate of Satisfactory Completion of DFT to be issued                                |
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Minimum Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant Events</td>
<td>Reporting required in e-portfolio and ESs’ Structured Reports</td>
<td>• Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations</td>
</tr>
<tr>
<td>Complaints</td>
<td>Reporting required in e-portfolio and ESs’ Structured Reports</td>
<td>• Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations</td>
</tr>
<tr>
<td>Sickness absence</td>
<td>Reporting required in e-portfolio and ESs’ Structured Reports</td>
<td>• Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations</td>
</tr>
<tr>
<td>Annual leave</td>
<td>Reporting required in e-portfolio and ESs’ Structured Reports</td>
<td>• Annual leave should be taken in accordance with the national FD Contract and any LETB/Deanery requirements</td>
</tr>
<tr>
<td>ES Structured Report</td>
<td>Completed at end of Months 5 and 9</td>
<td>• Separate reports required for Interim and Final RCP Panels</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Supplementary report also to be completed if concerns or if required by LETB/Deanery</td>
</tr>
<tr>
<td>TPD Structured Report</td>
<td>Completed at end of Months 5 and 9</td>
<td>• Separate reports required for Interim and Final RCP Panels</td>
</tr>
<tr>
<td>RCP Panel Report</td>
<td>Completed in Month 6 (Interim RCP) and Month 10 (Final RCP)</td>
<td>• Interim RCP Panel Report available for review by Final RCP Panel(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Final RCP Outcome 6 required for a Certificate of Satisfactory Completion of DFT to be issued</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Modified Certificate identifying demonstrated competencies may be available in the event of an Outcome 4</td>
</tr>
<tr>
<td>BSA Data</td>
<td>Uploaded monthly following receipt of first BSA report</td>
<td>• FD to upload their BSA activity data into e-portfolio when received each month <em>(Available from November 2015)</em></td>
</tr>
<tr>
<td>National FD Survey</td>
<td>Completed</td>
<td>• Survey may be compulsory or voluntary as decided by LETB/Deanery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Final page uploaded into e-portfolio to confirm completion</td>
</tr>
<tr>
<td>LETB/Deanery FD Survey</td>
<td>Completed (where applicable)</td>
<td>• Survey may be compulsory or voluntary as decided by LETB/Deanery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Final page uploaded into e-portfolio to confirm completion</td>
</tr>
</tbody>
</table>

**Reminder:**

The above requirements are recommendations only and Panels should take account of all elements submitted in reaching a decision on which Outcome to award. At the Final RCP stage consideration should be given to the purpose of Dental Foundation Training as set out in the NHS Performers List Regulations for England and Wales (or the equivalent in Northern Ireland) before deciding whether or not a Foundation Dentist can be said to be suitable to practice independently within NHS Primary Dental Care Services.
Professionalism and Management & Leadership Domains – Evidence Required for Assessments

Options Matrix

*At least one evidence box should be ticked for each topic*

<table>
<thead>
<tr>
<th>Topic</th>
<th>Evidence (Please tick (✓) source submitted)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tutorial</td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>Appraisal</td>
<td>✓</td>
</tr>
<tr>
<td>Clinical audit and peer review</td>
<td>✓</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>✓</td>
</tr>
<tr>
<td>Ethical behaviour</td>
<td>✓</td>
</tr>
<tr>
<td>Critical evaluation</td>
<td>✓</td>
</tr>
<tr>
<td>Decision making</td>
<td>✓</td>
</tr>
<tr>
<td>GDC Scope of Practice</td>
<td>✓</td>
</tr>
<tr>
<td>Whistleblowing</td>
<td>✓</td>
</tr>
<tr>
<td>Management of difficult patients</td>
<td>✓</td>
</tr>
<tr>
<td>Patient safety</td>
<td>✓</td>
</tr>
<tr>
<td>Self-awareness</td>
<td></td>
</tr>
</tbody>
</table>

Professionalism and Management

<table>
<thead>
<tr>
<th>Topic</th>
<th>Evidence (Please tick (✓) source submitted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support training</td>
<td></td>
</tr>
<tr>
<td>Consent</td>
<td>✓</td>
</tr>
<tr>
<td>Equality &amp; Diversity</td>
<td>✓</td>
</tr>
<tr>
<td>GDC Standards</td>
<td>✓</td>
</tr>
<tr>
<td>NHS complaints procedure</td>
<td>✓</td>
</tr>
<tr>
<td>Referring patients</td>
<td></td>
</tr>
<tr>
<td>Safeguarding Children and Adults</td>
<td>✓</td>
</tr>
<tr>
<td>Topic</td>
<td>Evidence (Please tick ✓ source submitted)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>COSHH regulations</td>
<td>✓</td>
</tr>
<tr>
<td>Dental equipment selection, care and maintenance</td>
<td>✓</td>
</tr>
<tr>
<td>Data Protection</td>
<td>✓</td>
</tr>
<tr>
<td>Employment contracts/associate agreements for dentists</td>
<td>✓</td>
</tr>
<tr>
<td>Employment Law basics</td>
<td>✓</td>
</tr>
<tr>
<td>Finance</td>
<td>✓</td>
</tr>
<tr>
<td>Health &amp; Safety requirements in dentistry</td>
<td>✓</td>
</tr>
<tr>
<td>Infection control procedures</td>
<td>✓</td>
</tr>
<tr>
<td>NHS prescribing</td>
<td>✓</td>
</tr>
<tr>
<td>NHS Rules &amp; Regulations in Dentistry</td>
<td>✓</td>
</tr>
<tr>
<td>Prescribing, directing, taking, processing and interpreting radiographs</td>
<td>✓</td>
</tr>
<tr>
<td>Range and scope of NHS dental care</td>
<td>✓</td>
</tr>
<tr>
<td>Record keeping</td>
<td>✓</td>
</tr>
<tr>
<td>Use of emergency drugs</td>
<td>✓</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Facilitating learning in others</td>
<td>✓</td>
</tr>
<tr>
<td>Quality management and improvement</td>
<td>✓</td>
</tr>
<tr>
<td>Role model</td>
<td>✓</td>
</tr>
<tr>
<td>Teamwork</td>
<td>✓</td>
</tr>
</tbody>
</table>
1. Learning agreement: aims & intended learning outcomes based on dental foundation curriculum
2. Advice on portfolio
3. Regular feedback (two-way)
4. Personal Development Plan
5. Baseline Review of Skills and Experience (including ESPR)

RCP
1. Assessment of performance e.g. workplace based assessments and observational methods E.g., ADEPTS, CBDs structured reports
2. Assessment of experience, e.g.
   - portfolio/log book
   - audit
   - critical incidents
3. Competence Review
   - Appropriately constituted panel considers evidence Outcome

Educational supervisor and/or TPD meet with trainee to
   - review competence outcome with trainee
   - plan next part of training

---

**Guidance G2**

**Review of Competence Progression - Overview**

**Educational Appraisal**

**Review of Competence Progression**

**Outcome**

**Planning**
Guidance G3 – RCP Framework Flowchart

Early Stage Review (ESR)

Interim Review of Competence Progression (Interim RCP)

Demonstrating progress (Outcome 1)

Further consideration required (Outcome 7)

Final Review of Competence Progression (Final RCP) (Stage 1 Panel)

Competencies demonstrated satisfactorily (Outcome 6)

Insufficient evidence (Outcome 5)

Further development required (Outcome 2)

Insufficient evidence (Outcome 5)

Final Review of Competence Progression (Final RCP) (Stage 2 Panel)

Additional training time required (Outcome 3)

Termination of training (Outcome 4)

Training programme extended*

FD leaves programme

Decision appealed

Appeal rejected

Appeal upheld

Decision appealed

Appeal rejected

Appeal upheld

DFT Certificate and Number issued

*NB
Extended programmes reviewed through additional Final RCP Stage 2 process
No extension possible after two years in DFT
Guidance G4

Dental Foundation Training
Satisfactory Completion Pilot
RCP Panel Guidance

Satisfactory Completion Pilots - Structure

- Nationally, COPDEND will provide:
  - A curriculum
  - A draft assessment model (RCP)
  - A recommended core range of assessments
  - Guidance on how competence can be demonstrated

- How training is delivered and competence demonstrated is decided by the individual LETB/Deanery
- The process is not designed to be prescriptive or a straightjacket
- Assessors and panels should not lose sight of the primary purpose of Dental Foundation Training which is to train a dentist to be able to work safely without supervision
- During the pilot phase, LETBs, Deaneries and panels should not change the RCP Outcomes, but may vary how evidence is assessed, how panels are composed, and how they operate. Where changes are made, the detail and any learning should be fed back to the Project Manager (Charlotte Carr – charlotte.carr@ne.hee.nhs.uk) so that the information can be reviewed and, where appropriate, changes made to the model
- There will also be an external quality review of the pilots and a report produced to inform the final model.

General

- Foundation Dentists and/or Educational Supervisors should not be present at the panel discussion
- If an adverse outcome is expected (there should normally be ‘no surprises’), the FD should be invited in advance to be available after the panel discussion to receive feedback from the Chair of the panel
- If the FD is not available (e.g. if the panel’s outcome is different from that expected), the FD should receive feedback from the Scheme TPD as soon as practicable after the panel discussion
- More detailed information can be found in the Dental Foundation Training ‘Blue’ Guide. Please note that this guidance is still in draft form
- Interim RCP Panels should meet during Month 6. Final RCP Stage 1 Panels should meet at the start of Month 10 to give time for FDs to submit any missing evidence or for appeals. This will enable the majority of FDs to complete satisfactorily at the end of twelve months and to allow time for them to apply to join a Performers List in full. For the same reason Stage 2 Panels should meet towards the end of Month 10.
- A Stage 2 Panel would not be required if all FDs gained an Outcome 1 or 2 at Interim Review and an Outcome 6 (satisfactorily completed) at the Final Review Stage 1
- Depending on numbers, it may be possible to hold Stage 2 Panels on a regional basis
- Postgraduate Dental Deans or Directors should not normally be involved in any panels (Interim, Final Stage 1 or Stage 2) as they may have a role in the appeals process
- During the pilot phase (until end August 2016), local variations may be tested provided they are compatible with the principles of RCP. A report on the effectiveness of any
variation and any consequent recommendations must be sent to the Project Manager for review for inclusion in the final model.

**Interim RCP**

**Panel composition**

- Interim RCP Panels will have a local composition and should consist of at least the following panel members:
  - Regional Foundation Programmes Advisor/Associate Dean or equivalent
  - TPD or equivalent from another Scheme in the Deanery/LETB area
  - TPD or equivalent from the Foundation Dentist's Scheme may be in attendance to provide information or clarification requested by the Panel. The Scheme TPD should not be involved in setting the Panel's Outcome recommendation.

- Where an Outcome 2 is anticipated the inclusion of an assessor from another Deanery/LETB should be considered

**Material to be reviewed**

- Early Stage Review report
  - Normally only reviewed where a specific action plan has been generated
- Educational Supervisor's structured report(s)
  - A supplementary report will have been submitted if the ES has particular concerns about an FD
  - Information on sickness absence and any critical incidents will be included in the ES’s report
- Training Programme Director’s structured report
- Foundation Dentist clinical activity report
- Multi-Source Feedback (MSF) summary report
- Patient Satisfaction Questionnaire summary report
- Leadership & Management Domain Management assessment report
- CPD (Study day) and training practice attendance records
- The following should be available but only reviewed if a concern has been identified:
  - Outcomes of workplace based assessments (DOPS, ADEPTs and CbDs)
  - e-Portfolio reflections by FD

**Available outcomes**

- Interim Review Panels can award Outcomes 1, 2 or 5 only

- **Outcome 1: Demonstrating progress and the development of competences at the expected rate**
  - Satisfactory progress is defined as demonstrating the competences within the Dental Foundation Training Curriculum approved by the Departments of Health at the rate required. The rate of progress should be defined by a Deanery/LETB within the context of the Dental Foundation Training Curriculum e.g. with respect to number of assessments, experiential opportunities, etc.

- **Outcome 2: Development of specific competences required**
  - The FD’s progress has been acceptable overall but there are some competences which may not be demonstrated as expected and need to be further developed. The panel must specifically identify in writing the further development which is...
required. At the Final Review of Competence Progression (FRCP) it will be essential to identify and document that these competences have been met.

- **Outcome 5: Incomplete evidence presented**
  o The panel can make no statement about progress or otherwise since the FD has supplied either no information or incomplete information to the panel. If this occurs the FD may require limited additional time to submit the evidence, normally within five working days. Once the required documentation has been received, the panel should consider it (the panel does not have to meet with the FD if it chooses not to and the review will be done “virtually” if practicable) and issue an assessment outcome. If no information has been submitted by the end of the required period, the matter should be submitted to the Postgraduate Dental Dean for consideration of the appropriate action.

**Completing the Review Form**

- All panels should use Form PR1 (IRCP Panel) to record their reviews. A separate form must be used for each Foundation Dentist
- The review form should be completed by the panel Chair
- Only the Chair needs to sign the form at the bottom of page 1
- Evidence reviewed should be identified by placing a tick in the relevant boxes on the form. During the pilot phase, the evidence to be viewed to demonstrate competence may vary at the discretion of and individual LETB/Deanery provided the decision applies to all Foundation Dentists in the LETB/Deanery area
- If any additional evidence is considered in addition to that specified in the boxes, this and the type of evidence should be specified in box 12
- WBA information (numbers completed etc.) should be taken from the ES and TPD reports. Individual WBA forms should only viewed if there is a specific concern
- Panels can only recommend one Outcome (i.e. 1 or 2 or 5)
- If Outcomes 2 or 5 are recommended the Chair must also complete the Supplementary Information form (page 2). If page 2 is completed, the form must also be signed by the FD when feedback is given and the Postgraduate Dental Dean once the form is forwarded

**Final RCP – Stage 1**

**Panel composition**

- Final RCP Panels (Stage 1) will have more externality and should consist of at least two of the following three panel members:
  o Regional Foundation Programmes Advisor/Associate Dean or equivalent
  o TPD or equivalent from another Scheme within the Deanery/LETB area.
  o TPD or equivalent from another Scheme outside the Deanery/LETB area
  o TPD or equivalent from the Foundation Dentist’s Scheme may be in attendance to provide information or clarification requested by the Panel). The Scheme TPD should not be involved in setting the Panel’s Outcome recommendation.

**Material to be reviewed**

- Early Stage Review report
  o Normally only reviewed where a specific action plan has been generated
• Educational Supervisor’s structured reports
  o A supplementary report will have been submitted if the ES has particular concerns about an FD
  o Information on sickness absence and any critical incidents will be included in the ES’s report
• Training Programme Director’s structured reports
• Foundation Dentist clinical activity report
• Multi-Source Feedback (MSF) summary reports (two if second round required by IRCP panel)
• Patient Satisfaction Questionnaire (PSQ) summary reports (two if second round required by IRCP panel)
• Professionalism and Management & Leadership Domains assessment report
• CPD (Study day) and training practice attendance records
• The following should be available but only reviewed if a concern has been identified:
  o Outcomes of workplace based assessments (DOPS, ADEPTs and CbDs)
  o e-Portfolio reflections by FD.

Available outcomes
• Final Review Stage 1 Panels can award Outcomes 6 or 7 only

**Outcome 6: Demonstrated all required competences**
  o The panel recommends that the FD has completed the training programme and for award of a Dental Foundation Training Certificate and Number. The panel will need to consider the overall progress of the FD and ensure that all the competences of the curriculum have been demonstrated and all required elements within the programme have been submitted to a satisfactory standard before recommending the FD for completion of the training programme to the Postgraduate Dental Dean.

**Outcome 7: Referral to Stage 2 Panel for further consideration**
  o The panel is unable to recommend that the FD has completed the training programme to a satisfactory standard or that insufficient evidence has been provided to demonstrate completion. The additional externality of a Stage 2 Panel is intended to ensure that a fully balanced review of the evidence can be undertaken. FDs may submit additional evidence for consideration by the Stage 2 Panel if it is available and within the criteria for evidence required.

Completing the Review Form

• All panels should use Form PR2 (FRCP Stage 1) to record their reviews. A separate form must be used for each Foundation Dentist
• The review form should be completed by the Panel Chair
• Only the Chair needs to sign the form at the bottom of page 1
• Evidence reviewed should be identified by placing a tick in the relevant boxes on the form. During the pilot phase, the evidence to be viewed to demonstrate competence may vary at the discretion of and individual LETB/Deanery provided the decision applies to all Foundation Dentists in the LETB/Deanery area
• If any additional evidence is considered in addition to that specified in the boxes, this and the type of evidence should be specified in box 12
• WBA information (numbers completed etc.) should be taken from the ES and TPD reports. Individual WBA forms should only viewed if there is a specific concern
• Panels can only recommend one Outcome (i.e. 6 or 7)
• If Outcome 7 is recommended the Chair must also complete the Supplementary Information form (page 2).

Final RCP – Stage 2

Panel composition
• Final RCP Panels (Stage 2) will have additional externality and should consist of at least the following four panel members:
  o Regional Foundation Programmes Advisor/Associate Dean or equivalent
  o Regional Foundation Programmes Advisor/Associate Dean or equivalent from another Deanery/LETB
  o TPD or equivalent from another Scheme in the Deanery/LETB area or in another area. This should not be the TPD who was part of the Stage 1 panel for the FD under review
  o Lay member and/or other external representative

Material to be reviewed
• Early Stage Review report
  o Normally only reviewed where a specific action plan has been generated
• Educational Supervisor’s structured reports
  o A supplementary report will have been submitted if the ES has particular concerns about an FD
  o Information on sickness absence and any critical incidents will be included in the ES’s report
• Training Programme Director’s structured reports
• Foundation Dentist clinical activity report
• Multi-Source Feedback (MSF) summary reports (two if second round required by IRCP panel)
• Patient Satisfaction Questionnaire (PSQ) summary reports (two if second round required by IRCP panel)
• Professionalism and Management & Leadership Domains assessment report
• CPD (Study day) and training practice attendance records
• Final RCP Stage 1 Panel report
• The following should be available but only reviewed if a concern has been identified:
  o Outcomes of workplace based assessments (DOPS, ADEPTs and CbDs)
  o e-Portfolio reflections by FD.

Available outcomes
• Final Review Stage 2 Panels can award Outcomes 3 or 4 or 5 or 6 only

• Outcome 3: Inadequate progress by the trainee – additional training time required.
  o The panel has identified that a formal additional period of training is required which will extend the duration of the training programme. Where such an outcome is anticipated, the FD must attend to receive feedback from the panel Chair after the panel has reached its decision. The FD, ES and (where different) the employer will need to receive clear recommendations from the panel about what additional training is required and the circumstances under which it should be delivered (e.g. whether or not the FD is to be moved to another practice). It will, however, be a
matter for the Deanery/LETB to determine the details of the additional training within the context of the panel’s recommendations, since this will depend on local circumstance and resources. Where such additional training is required because of concerns over progress, the overall duration of the extension to training should normally be for a maximum of six months, unless exceptionally, this is extended at the discretion of the Postgraduate Dental Dean, but with an absolute maximum of one year additional training during the total duration of the training programme. The panel should consider the outcome of the remedial programme as soon as practicable after its completion.

- **Outcome 4: Released from training programme with or without specified competences.**
  - The panel will recommend that the trainee is released from the training programme if there is still insufficient and sustained lack of progress, despite having had additional training to address concerns over progress, if appropriate. The panel should ensure that any relevant competences which have been demonstrated by the FD are documented. The FD may wish to seek further advice from the Postgraduate Dental Dean about future career options.

- **Outcome 5: Incomplete evidence presented – additional training time may be required.**
  - The panel can make no statement about progress or otherwise since the FD has supplied either no information or incomplete information to the panel. If this occurs the FD may require additional time to submit the evidence or, in exceptional circumstances, additional time to complete their training programme. The FD will have to supply the panel with a written account within five working days as to why the documentation has not been made available to the panel. The panel does not have to accept the explanation given by the FD and can require the FD to submit the required documentation by a designated date before the end of the training year. Once the required documentation has been received, the panel should consider it (the panel does not have to meet with the FD if it chooses not to and the review will be done “virtually” if practicable) and issue an assessment outcome.

- **Outcome 6: Demonstrated all required competences**
  - The panel recommends that the FD has completed the training programme and for award of a Dental Foundation Training Certificate and Number. The panel will need to consider the reasons for referral by a Stage 1 panel and any additional evidence submitted since the Stage 1 panel met. The Stage 2 panel must satisfy itself of the overall progress of the FD and ensure that all the competences of the curriculum have been demonstrated and all required elements within the programme have been submitted to a satisfactory standard before recommending the FD for completion of the training programme to the Postgraduate Dental Dean.

**Completing the Review Form**
- All panels should use Form PR3 (FRCP Stage 3) to record their reviews. A separate form must be used for each Foundation Dentist.
- The review form should be completed by the panel Chair.
- Only the Chair needs to sign the form at the bottom of page 1.
- Evidence reviewed should be identified by placing a tick in the relevant boxes on the form. During the pilot phase, the evidence to be viewed to demonstrate competence.
may vary at the discretion of and individual LETB/Deanery provided the decision applies to all Foundation Dentists in the LETB/Deanery area

- If any additional evidence is considered in addition to that specified in the boxes, this and the type of evidence should be specified in box 12
- WBA information (numbers completed etc.) should be taken from the ES and TPD reports. Individual WBA forms should only viewed if there is a specific concern
- Panels can only recommend one Outcome (i.e. 3 or 4 or 5 or 6)
- If Outcomes 3, 4 or 5 are recommended the Chair must also complete the Supplementary Information form (page 2). If page 2 is completed, the form must also be signed by the FD when feedback is given and the Postgraduate Dental Dean once the form is forwarded.
## Guidance G5

### Dental Foundation Training

#### Satisfactory Completion Timeline

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<td>Record Card Audit</td>
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<td>Targeted ADEPTs and/or CbDs (where required)</td>
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Guidance G6
Satisfactory Completion of Dental Foundation Training

Review of Competence Progression (RCP)

Quick Reference Guide

If further information or detail is required reference should be made to the main text of the Dental Blue Guide

What is the purpose of the Reviews?

The review panels provide a formal process which uses the evidence gathered by the Foundation Dentist, relating to his/her progress in the training programme. They are not in themselves a means or tool of assessment but have been designed to:

- provide an effective mechanism for recording the evidence of the Foundation Dentist’s progress
- make judgements about the competences acquired by a Foundation Dentist and their suitability to progress provided adequate documentation has been presented
- provide a final statement of the Foundation Dentist’s successful attainment of the competences for Dental Foundation Training and thereby the completion of the training programme. This will enable the Postgraduate Dental Dean to award a Certificate of Satisfactory Completion of Dental Foundation Training

The RCP process is applicable to all Foundation Dentists

There are two types of RCP Review each with its own Panel composition – an Interim Review at six months and a Final Review at ten months. Reviews may be undertaken at other times when training has been extended or in exceptional circumstances. Final RCP Reviews may be divided into Stage 1 and Stage 2 if required.

The RCP Panels

A. Interim RCP Panels

Interim RCP Panels will have a local composition and should consist of at least the following panel members:

- Regional Foundation Programmes Advisor/Associate Dean or equivalent
- TPD from another Scheme in the Deanery/LETB area
  - TPD from the Foundation Dentist’s Scheme (in attendance)

Interim Review Panels can award Outcomes 1, 2 or 5 only

Where an Outcome 2 is anticipated the inclusion of an assessor from another Deanery/LETB) should be considered.

For operational purposes a Panel could review more than one Scheme at a sitting.
B. Final RCP Panels (Stage 1)

Final RCP Panels (Stage 1) will have more externality and should consist of at least two of the following three panel members:
- Regional Foundation Programmes Advisor/Associate Dean or equivalent
- TPD from another Scheme within the Deanery/LETB area
- TPD from another Scheme outside the Deanery/LETB area
  - TPD from the Foundation Dentist’s Scheme (in attendance)

Final Review Panels (Stage 1) will meet at the beginning of the tenth month of Dental Foundation Training and can award an Outcome 6 (Satisfactory Completion) or refer the case to a Stage 2 Panel (Outcome 7)

C. Final RCP Panels (Stage 2)

Final RCP Panels (Stage 2) will have additional externality and should consist of at least the following four panel members:
- Regional Foundation Programmes Advisor/Associate Dean or equivalent
- Regional Foundation Programmes Advisor/Associate Dean or equivalent from another Deanery/LETB
- TPD from another Scheme in the Deanery/LETB area or in another area
- Lay member

Final Review Panels (Stage 2) will meet towards the end of the tenth month to consider any cases referred to it by a Stage One Panel. Final Review Panels can award Outcomes 3, 4, 5 or 6.

Depending on the number of assessments referred to the Final RCP Stage 2 process, the Stage 2 Panels may be combined to carry out reviews for more than Deanery/LETB.

All members of the panel (including the lay member and those acting as external members) must be trained in equality and diversity issues. This training should be kept up-to-date and should be refreshed every three years.

How the panels work

The process is an assessment of the documented and submitted evidence that is presented in advance by the Foundation Dentist and the Foundation Dentist should not normally attend the panel process unless it has been indicated that there may be an unsatisfactory outcome.

In the case of an unsatisfactory outcome, the Foundation Dentist can meet with the panel after it has reached its decision is to discuss the recommendations for focused or additional remedial training if these are required.

If additional remedial training is required (Outcome 3), the panel should indicate the intended outcome and proposed timescale.
RCP Outcomes

Outcome 1: Demonstrating progress and the development of competences at the expected rate.

Outcome 2: Development of specific competences required.

Outcome 3: Inadequate progress by the Foundation Dentist – additional training time required. The outcome of any additional training (Outcome 3) will be reviewed by a Final Review Panel (Stage 2) convened for that purpose.

Outcome 4: Released from training programme with or without specified competences.

Outcome 5: Incomplete evidence presented – if Outcome at Final RCP stage, additional training time may be required.

Outcome 6: Demonstrated all required competences. Recommendation for completion of training

Outcome 7: Referral to Stage 2 Panel for further consideration

Reviews

A review is a process where a Panel which originally made a decision returns to it to reconsider whether it was appropriate.

The award of an Outcome 2 will be subject to a review process if requested by the Foundation Dentist who has received that award.

Appeals

The current Performers List Regulations (England) do not make provision for mandatory extension of Dental Foundation Training. The information below and Paragraphs 7.100 to 7.114 of the Blue Guide narrative are therefore included for completeness only at the present time.

An appeal is a procedure whereby the decision of a panel is considered by another different panel set up for that purpose. Those involved in an appeal must not have played a part in the original decision or the review.

The award of Outcomes 3 or 4 will be subject to an appeal process if requested by the Foundation Dentist who has received that award or as the result of the TPD having requested that the panel convene specifically to consider the progress of a Foundation Dentist causing concern, despite informal attempts to address these through the appraisal process

The appeal procedure has two steps:

Step 1: Discussion
   This provides the opportunity for discussion between Foundation Dentist,
Educational Supervisor (Trainer), TPD and Regional Advisor/Associate Dean to resolve matters.

Step 2: Formal appeal hearing
If a Foundation Dentist does not accept the outcome of Step 1, they should inform the Postgraduate Dental Dean within ten working days. The Postgraduate Dental Dean will then arrange a formal, appeal hearing (Step 2) which should normally take place within fifteen working days of receipt of a request for an appeal where practicable. For an Outcome 4, an appeal hearing should proceed unless the Foundation Dentist formally withdraws, in writing, from the programme.

The appeal panel should include the Postgraduate Dental Dean or a nominated representative as chair, a Postgraduate Dental Dean or nominated representative from an adjacent region, a Regional Advisor/Associate Dean Postgraduate Dental Dean from an adjacent region and a Lay member. The membership of the panel should not include any of those involved in the discussions under Step 1 nor should it include any members of the original Final review panels.

Depending on the number of appeals received, appeal panels may be combined to carry out appeals for more than Deanery/LETB. In this eventuality, the principle of a minimum of four Panel members as described above, should be maintained.

A Formal appeal hearing (Stage 2) is the final part of the appeals process.
Guidance G7 - Standards

COPDEND Domains and Standards for Training

Domain 1: Patient safety
- The duties, working hours and supervision of trainees must be consistent with the delivery of high quality safe patient care. There must be clear procedures to address immediately any concerns about patient safety arising from the training of dentists.

Domain 2: Quality Assurance, Review and Evaluation
- Postgraduate training must be quality controlled locally by Deaneries/LETBs, working with others as appropriate

Domain 3: Equality, Diversity and Opportunity
- Postgraduate training must be fair and based on principles of equality. This domain deals with equality and diversity matters pervading the whole of the training - widening access and participation, fair recruitment, the provision of information, programme design and job adjustment.
- Responsibility: Postgraduate Deans and institutions providing training, trainers and trainees, other colleagues working with trainees and local faculties.
- Evidence: Surveys, outcome data, deanery quality control data and visits.

Mandatory requirements of Domain 3:
- At all stages training programmes must comply with employment law, the Disability Discrimination Act, Race Relations (Amendment) Act, Sex Discrimination Act, Equal Pay Acts, the Human Rights Act and other equal opportunity legislation that may be enacted in the future, and be working towards best practice. This will include compliance with any public duties to promote equality.
- Information about training programmes, their content and purpose must be publicly accessible either on or via links on deanery websites.
- Deaneries/LETBs must take all reasonable steps to ensure that programmes can be adjusted for trainees with well-founded individual reasons for being unable to work full-time to work flexibly. Deaneries/LETBs must take appropriate action to encourage training providers to accept their fair share of dentists training flexibly.
- Appropriate reasonable adjustment must be made for trainees with disabilities, special educational or other needs.

Domain 4: Recruitment, selection and appointment
- Processes for recruitment, selection and appointment must be open, fair, and effective and those appointed must be inducted appropriately into training.

Domain 5: Delivery of curriculum including assessment
- The requirements set out in the curriculum must be delivered.

Domain 6: Support and development of trainees, trainers and local faculty
- Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload and time to learn.
Domain 7: Management of Education and Training
- Education and training must be planned and maintained through transparent processes which show who is responsible at each stage.

Domain 8: Educational resources and capacity
- The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum.

Domain 9: Outcomes
The impact of the standards must be tracked against trainee outcomes and clear linkages should be reflected in developing standards

COPDEND Standards for Dental Educators

Core Values

The dental educator is committed to:
- Enhancing the care of patients through dental education
- Modelling good professional behaviour and attitudes at all times
- Continuously seeking to improve his or her educational practice
- Learner-centred education, safeguarding learner wellbeing
- Enabling a culture of personal and professional development
- Actively contributing to and supporting the education of colleagues
- Equality and diversity
- GDC Standards promoting high quality, ethical, safe patient-centred care at all times, and seeking to maintain oral health, prevent oral disease and ensure patient dignity

COPDEND standards for Deaneries/LETBs
(see COPDEND website for further information)

The Postgraduate LETB/Deanery:

**Standard 1:** must adhere to, and comply with, COPDEND’s Standards and Requirements for Dental Educators

**Standard 2:** will articulate clearly the rights and responsibilities of the trainees

**Standard 3:** should have structures and processes that enable the COPDEND educational standards to be demonstrated for all foundation and specialty training and for the trainees, within the sphere of their responsibility

**Standard 4:** must have a system for use of external advisers

**Standard 5** will work effectively with relevant stakeholders and employer organisations
**Guidance G8**

**Definition of Dental Foundation Training**

The following definition is taken from The National Health Service (Performers Lists) (England) Regulations 2013. Similar definitions apply in Wales and Northern Ireland.

Foundation training means a relevant period of employment during which a dental practitioner is employed under a contract of service by an approved trainer to provide a wide range of dental care and treatment and to attend such study days as that contract provides, with the aims and objectives of enhancing clinical and administrative competence and promoting high standards through relevant postgraduate training and in particular to—

(a) enable the dental practitioner to practise and improve the dental practitioner’s skills;
(b) introduce the dental practitioner to all aspects of dental practice in primary care;
(c) identify the dental practitioner’s personal strengths and weaknesses and balance them through a planned programme of training;
(d) promote oral health of, and quality dental care for, patients;
(e) develop and implement peer and self review, and promote awareness of the need for professional education, training and audit as a continuing process; and
(f) enable the dental practitioner to—
   (i) make competent and confident professional decisions including decisions for referrals to other services,
   (ii) demonstrate that the dental practitioner is working within the guidelines regarding the ethics and confidentiality of dental practice,
   (iii) implement regulations and guidelines for the delivery of safe practice,
   (iv) know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice, and
   (v) demonstrate that the dental practitioner has acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team.