



COPDEND GUIDANCE (ENGLAND)

MAY 2014

QUALITY MANAGEMENT OF NON NHS FUNDED SPECIALTY TRAINING PROGRAMMES ASSIGNED A NATIONAL TRAINING NUMBER (NTN)

1 Introduction

A number of UK universities have begun to provide or are planning to provide postgraduate masters level courses for clinical dental subjects that partly fulfil the curriculum requirements for dental specialty programmes. There are also some indications that private companies (e.g. Dental Bodies Corporate) may wish to become Local Education Providers and in partnership with universities provide programmes that fully meet GDC curriculum requirements.

The usual route for entry to a GDC specialist list is via an NHS /University funded programme that is quality managed by a Postgraduate Dental Dean and accessed by national (UK) open competition. Such posts are allocated a National Training Number (NTN).

Universities have requested that students applying to specific master's level programmes are also allocated a National Training Number and that these programmes are considered equivalent to those funded by the NHS/Universities.

There are a number of issues to be considered.

2 Background

2.1 NHS and University funded programmes

Dental specialty and post CCST training posts are mostly funded via the NHS, to meet local and national workforce development priorities, through Local Education and Training Boards of Health Education England; NHS Education for Scotland, Northern Ireland Medical and Dental Training Agency and Wales Deanery (Deaneries). Some academic training posts are funded via universities, and some NHS Trusts fund additional training posts to address both current and future local academic and educational delivery and clinical service needs. All of these posts, which are funded by public bodies, once approved, are assigned a National Training Number (NTN) by the local Postgraduate Dental Dean, who is responsible for their approval and quality management. All such posts are specifically designed to address the training requirements in GDC approved specialty training curricula.

UK quality management standards are described in COPDEND guidance and are broadly comparable with GMC standards (The Trainee Doctor).

On successful completion of the training programme, the Postgraduate Dental Dean recommends to the GDC that a Certificate of Completion of Specialty training (CCST) is issued and the trainee be admitted to the relevant GDC Specialist List.

The process of managing these posts is described in the Dental Gold Guide.

2.2 The Training Programme

The training programme, which last from 3-5 years or part time equivalent, depending on the specialty, consists of supervised clinical, academic or service placements in NHS and/or University departments, together with academic teaching and research support provided by appropriate clinical and academic experts. Many trainees enrol on university masters or doctorate level programmes alongside the NHS programme and complete a university qualification as well as the training programme. For some programmes this is a curriculum requirement (e.g. dental public health), and for others (e.g. orthodontics) this is optional. In order to complete the programme, trainees are required to demonstrate that they have acquired the full range of competences (learning outcomes) specified in the GDC approved curriculum, and do this by both submitting evidence periodically to the Postgraduate Dental Dean throughout the programme, and also by passing a specified external membership or fellowship examination of one of the Dental Faculties of the UK Medical Royal Colleges during the period of training.

2.3 Funding

Funding Streams are complex.

2.3.1 Deaneries / LETBs fund a contribution towards

- Trainee Salary (usually at a 100% of a fixed point of the salary scale) throughout the whole programme, including extensions
- Educational Supervision costs (normally based on 1 hour of consultant time per trainee per week)
- Trust or university (Local Education Provider/LEP) educational infrastructure costs
- Study allowance for the trainee

These are paid to the LEP as part of a Learning and Development Agreement that normally encompasses all healthcare trainees employed in the Trust.

2.3.2 Additional costs borne by Deaneries/LETBs/Heath Education England

- Trainee recruitment costs
- Quality management costs
- Faculty and administrative salary costs and overheads (Deans and Associate Deans, Heads of School, Training Programme Directors etc)
- Educational provision for educators and trainees (part); University fees for programmes required as part of the curriculum
- Additional costs to support trainees in difficulty (e.g. mentoring, coaching, educational and clinical psychological support, additional training, extended placements)
- Legal costs arising from challenges to the outcome and quality management of programmes

2.3.3 Local Education Providers (who are usually the employer) normally fund

- Remainder of trainee salary payments and employment costs, including on call supplements, travel and subsistence
- Costs associated with providing the service (e.g. nursing and administrative support, materials, equipment). Trainee activity contributes towards delivery of the LEP's contracted NHS activity.
- Legal costs arising from litigation associated with employment and service delivery.

2.3.4 For Trust and University funded posts

- All costs in 2.3.1 and 2.3.3 are fully met by the employing Trust/University.

2.3.4 Individual trainee's fund

- University enrolment fees for extra-curricular programmes (e.g. MSc Orthodontics, M Clin Dent)
- Royal College examination fees
- E Portfolio and e log book subscriptions
- Royal College membership fees

3 Issues to be considered by Deans when considering allocation of an NTN for self funded training posts

Where Universities apply for NTNs for postgraduate students who deliver clinical activity either in NHS Trusts, or in Primary Care NHS and private placements, in order to ensure equivalent standards to those in place for Trust and University funded posts:

- Universities and Healthcare organizations must sign a legally binding contract with Deaneries at the commencement of the process that details responsibilities, accountabilities and process for payment of costs.
- The University must agree to pay in full all costs incurred by HEE/NES etc in respect of the quality management of self funded programmes, including legal costs.
- Clear written arrangements must be in place to clarify how the University and placement provider will ensure that trainees, whether enrolled as students, employed by the LEP or self employed associates will be appropriately managed to ensure that patient safety is assured at all times and the Dean is advised of any concerns that could be subject to Fitness to Practise proceedings.
- Clear written arrangements must be in place, that identify how disciplinary matters will be managed and these should be consistent with HEE/LETB/NES etc arrangements for Trust and University funded posts.
- Universities must apply to the Postgraduate Dental Dean for approval of the programme, in advance of posts being advertised. Approval must include a quality management visit by the Dean and equivalent standards to those posts funded by Deaneries, Trusts and Universities must be demonstrated.
- LEPs (clinical placement providers) must apply to the Postgraduate Dental Dean for approval of the programme, in advance of posts being advertised. Approval must include a quality management visit by the Dean and the placement must meet equivalent standards to those funded by Deaneries, Trusts and Universities.

- UK Deans are not able to quality manage overseas placements and posts involving placements outside the UK will not be approved by Deans. Any overseas placements will be considered as out of programme experience and will not count towards the period of training.
- All Educational and Clinical Supervisors must be fully registered with the General Dental Council and Educational Supervisors must be on the same specialist list as the training programme being undertaken.
- All trainees must be registered with the GDC by the start of the programme and must be fully GDC registered and on an NHS Performers List /Health Board List if delivering NHS primary care services.
- LEPs must comply with UK regulatory standards and requirements (e.g. CQC, GDC , Monitor, NHS Performers List, QAA) and LEPs must provide information to Deans as required to quality manage the programme and allow Deans to disclose information about concerns to the GDC, CQC, HEE or equivalent and Quality Surveillance Groups and equivalents in Wales, Scotland and Northern Ireland.
- Recruitment to training posts must be managed by the Deanery/LETB or as part of UK wide national recruitment processes. Only applicants who meet the minimum acceptable standards agreed as part of the recruitment process may be admitted to the programme.
- Workplace Educational Supervisors must be appointed by the LEP (Employer), be notified to the Postgraduate Dental Dean in advance of the commencement of the placement and meet COPDEND Standards for Dental Educators and Deanery /LETB requirements
- Academic Educational supervisors must be appointed by the University, be notified to the Postgraduate Dental Dean and meet COPDEND Standards for Dental Educators and Deanery requirements
- Universities and LEPs must have a written agreement clarifying responsibilities for the educational and clinical supervision for each trainee throughout the programme and this must be shared in advance of the programme with the trainee and approved by the Dean. The agreement and notification must be updated annually and when there is a change of personnel.
- Approval will only be given to posts where plans are in place for the management of the entire length of the programme, including any extensions and remedial support required and as defined in the Dental Gold Guide.
- Posts will only be approved where there is sufficient training capacity and they do not compromise existing NHS/University funded placements.

- Approval for posts may be withdrawn by the Dean, in accordance with Deanery/LETB quality management processes. HEE/ NES etc is not liable for any consequent loss of income to the trainee , university or LEP from withdrawal of approval, either on a temporary or permanent basis and is not responsible for finding an alternative placement or post.
- The management of the programme and posts must comply with the Dental Gold Guide and Deanery appointed Training Programme Directors must be allowed to freely review trainees' progress, and liaise with Educational and Clinical Supervisors and employers if required.
- Academic and Educational Supervisors and trainees must be allowed and required to engage with Deanery quality management processes, including completion of e portfolios, log books, surveys, ARCP paperwork, and attendance at training courses, ARCPs and exit interviews.
- All costs associated with recruitment and quality management of posts must be met in full by the University, including remediation of trainees and training of Academic and Educational Supervisors.
- The Deanery/ LETB cannot enter into individual arrangements with trainees.
- Trainees who fail to make progress and are managed in accordance with the Dental Gold Guide will be removed from the programme after any allowed extension time and will forfeit their NTN.
- Trainees must be made aware of the implications and requirements of being assigned an NTN and enter into an agreement with the University, LEP and Deanery
- Trainees may not transfer to an NHS/University funded post through inter deanery transfer arrangements. Trainees may only apply to join another programme through open competition managed by a Deanery or via national recruitment.
- Less than full time training must comply with Deanery /HEE policies (normally no less than 60% of full time training)