**Supervised Support Addendum**

**Frequently Asked Questions**

This Addendum should be read in conjunction with *‘A Reference Guide for the Management of Supervised Support following Dental Foundation Training in England’*.

**What is the process for Supervised Support in a location outside the Host Office’s area?**

Once you in a position to carry out the procedures required, you should identify a location and Supervisor (which could be in the practice where you are working) and inform the original (Parent) Office which gave you your Certificate. The Parent Office will then contact the proposed Host Office and ask them if the practice and Supervisor are suitable to provide the necessary support and assessment.

The Host Office will then advise the Parent Office of suitability. If the placement is deemed suitable, the Parent Office will agree the Supervised Support start date with you and let the Host Office know as a matter of courtesy.  The Parent Office will initiate payments to the practice providing Supervisor Support for the period set out in your requirements. Once you have had demonstration of the requirements signed off by your Supervisor, you need to send the evidence, and the original Completion Certificate, back to the Parent Office for review. If signed off, the Supervised Support Period will end, and a Certificate of Satisfactory Completion will be sent to you.

If the placement is deemed unsuitable by the Host Office, the Parent Office will advise you to seek a different location for Supervised Support and the process will start again.

Responsibility for all the educational elements sits with the Parent Office and the Home Office would only be involved additionally there were concerns about the placement during the period of Supervised Support, in which case the Parent Office might seek additional advice from the Host Office on the management of the issue.

Supervised Support Dentists working in the UK other than in England should contact their Parent Office in the first instance. The Parent Office will then clarify any variations in the process if necessary. Any concerns with regard to the placement will be managed by the Parent Office initially and the Host Office would only be involved if an issue was identified which might be of concern to the relevant commissioner of the service.

**Are there any specific arrangements for working in Wales?**

Applicants in possession of an Outcome 6 will be accepted onto the Wales Dental Performers List (assuming all other conditions are satisfied). Applicants in possession of an Outcome 6C will be assessed on an individual case by case basis by NHS Wales Shared Services Partnership (NWSSP) and relevant Local Health Board (LHB). Further information can be obtained by email at:

Nwssp-primarycareservices@wales.nhs.uk

**CQC Reports only apply to England – what if I work elsewhere in the UK?**

This term includes reports from the equivalent bodies in Northern Ireland, Scotland and Wales

**Who gets the placement funding and how should it be used?**

Supervised Support Payments will be made to the Supervising Practice. It is expected that these payments will be utilised to make a payment to the Supervisor and for any administrative requirements associated with the Supervised Support Dentist placement.

**What if I have completed all my 6C requirements by 31 August 2020?**

You should let your current HEE Local Office (Deanery) know and, once confirmed they will issue a Certificate of Satisfactory Completion and let the DFT Central Administration know that you no longer need to receive Supervised Support. If you have already received your Outcome 6C Completion Certificate, you should return it to the Local Office.

**What if I have completed some of my 6C requirements by 31 August 2020?**

You should keep the evidence of the requirements you have completed and submit this with evidence of completion of any remaining requirements once you have completed them.

**What if I don’t complete the requirements within the set timeframe?**

The timeframe has been specifically set to take account of your requirements once you are in a position to undertake the related procedures. In exceptional circumstances, you can apply to your Home Office for an extension, but the Supervised Support period cannot exceed 5 months in total.

You can, however, submit evidence of demonstration of the requirements to the Parent Office at any time after the Supervised Support period and, if the evidence demonstrates that all the requirements have been met, receive a Certificate of Satisfactory Completion. The Supervised Support timeframe only relates to the availability of funded support.

**I have been told that I need to complete more dentures. Does this require a specific type of denture e.g. chrome or complete?**

No, the type of denture is not specified. For your own benefit, you should choose type of denture (or dentures) which best match your training needs.

**Do the Parent or Host Offices provide support in finding a Supervisor?**

It is your responsibility to identify a Supervisor. The role of the Parent and Host Office is to ensure that the Supervisor is able to provide the support you need.

**Would it be possible to go back to my current FD practice, say to fit a denture for a one off session if we had completed the other stages but not before August deadline if agreed by our practice?**

Such an arrangement may be possible but would be outside the Supervised Support model and would need to be agreed by your former DFT employer. You would also need to ensure that you were indemnified and still have access to the relevant Performer List number.

**I've completed the necessary clinical competencies but I'm low on UDAs, is there anything I can do about it?**

Your Outcome 6C requirement will take account of the need to provide additional UDAs if necessary. The number will be specified, and the timescales will also take the number into account.

**Should the 6C Supervisor’s support extend to things that are harder to measure e.g.: treatment planning more complicated cases or should we only expect support for the one thing we are lacking e.g. a denture?**

The appointed Supervisor should provide the level of support set out on page 5 of the Supervised Support Guidance which includes ‘supervision that meets the minimum requirements for Supervised Support, clinical advice and feedback when requested and clinical assistance if required.’ Any additional support would be at the discretion of the Supervisor.

**I’ve been told to do a few posterior fillings; can they be any material or does it have to be specific materials?**

Unless your requirements state that specific materials are required, the fillings can be of any appropriate material

**How do I communicate any completed treatments to the HEE Parent Office (Deanery)? Email to TPD or existing portfolio**?

Detailed information on how to submit your evidence is given on page 7 of the Supervised Support Guidance

**If I am undertaking Dental Core Training, can I get the supervisor in a hospital to assess and sign off the things I need to complete? Could I get a part-time job in a dental practice to sign off some requirements?**

If your work in Dental Core Training enables you to demonstrate some or all of your requirements, then your Educational or Clinical Supervisor may be prepared to review and sign off those requirements and you can submit evidence of this. If your DCT placement is not suitable to sign off all requirements, you could consider identifying a practice where you could obtain the necessary Supervised Support outside your employment. The practice and Supervisor would need to be approved by your Parent Office in the normal way.

**Why is the Supervised Support period limited to 2-years?**

This is because of a concern of de-skilling with the procedures required to fulfil an O6C requirement. Twenty-four months is also consistent and used for dentists applying for DFT and PLVE.

**Can I undertake Supervised Support in the practice of a family member or close relative?**

To ensure fairness and avoid conflicts of interest, Supervised Support cannot take place in the practice of a family member or close relative. Confirmation of compliance may be required by the Parent and Host HEE offices before approval is given.

**How are Supervisors appointed?**

The process for the approval of Supervisors is set out on page 5 of the Supervised Support Guide.