

# Dental Foundation Training

## Health Education England Dental Foundation Training Scheme in General Dental Practice

**1st September 2022 to 31st August 2023**

**This is an Educational Agreement Between Health Education England -  
and the Educational Supervisor (ES):-**

**Name:**

**Address:**

The purpose of this agreement is to set out the terms of your approval as an Educational Supervisor (ES). Nothing in this document should be construed as creating an employment relationship or conferring upon you any rights, statutory or otherwise, as an employee. This is not a contract of employment.

As the ES named above you agree to carry out, to the best of your abilities, the duties listed below for the period following your appointment up to 31st August 2023.

In accordance with the requirements of the local office, approval may be renewed at the absolute discretion of the Postgraduate Dental Dean/Director (PGDD) on the advice of the Associate Dean/Regional Dental Foundation Training Advisor.

You agree that you will:

1. Ensure that the Foundation Dentist (FD) is employed by the Lead Employer and hosted at the practice at which they work ('the Practice') under the terms of the nationally agreed contract ('the Contract'), as approved by the Committee of Postgraduate Dental Deans and Directors (COPDEND).
2. Understand that the contract cannot start until the FD has registered with the GDC and is included on the NHS Performer List as a performer in training or has made an application for inclusion (3 months grace is allowable and employment should be terminated if application rejected)
3. Before the FD starts work, ensure that a copy of the Contract (signed by you, the Practice and the FD) is deposited with the Postgraduate Dental Dean/Director / Health Education England - and the Lead Employer.
4. Seek agreement from the PGDD and Lead Employer Provider before amending or allowing the Practice to amend the Contract, whether before the FD is employed or during his/her employment with the Practice.
5. Ensure that there is lead contact (the Educational Supervisor) at the Practice and that person's

name is provided to the PGDD and Lead Employer prior to the FD commencing work at the Practice.

6. Be readily available to support the Foundation Dentist at the same premises to allow the Foundation Dentist to fulfil his/her obligations under the contract, for a minimum of 3 days per week, not including programmed study days.
7. Nominate a suitably qualified and experienced dentist with an NHS Performers List Number to support the Foundation Dentist's clinical work when the Educational Supervisor is not on the same premises or otherwise unavailable and inform HEE of the name of the nominated individual.
8. Ensure that the FD receives adequate administrative support and the full-time assistance of a suitably experienced dental nurse. Preferably the same nurse for at least the first 3 months
9. Conduct an initial interview to identify the FD's strengths and weaknesses and draw up a development plan using the Dental Foundation Training e-Portfolio.
10. Act as the FD's ES and be available for guidance in both clinical and administrative matters and provide help to the FD on request or where necessary.
11. Prepare and conduct regular (on average, weekly) tutorials within normal working hours (such tutorials to be of at least one hour's duration and recorded in the Dental Foundation Training e-Portfolio).
12. Allow and require the FD to attend the Health Education England study course programme (normally 30 days) and ensure that the FD is not absent from the study course.
13. Allow the FD to undertake educational activities outside the practice environment as prescribed by the Postgraduate Dental Dean/Director, for a maximum of two days per week inclusive of study days.
14. Support the redeployment of the FD by the Postgraduate Dental Dean/Director should such redeployment be required to support the NHS respond to a public health emergency.
15. At all times ensure that the FD is provided with a training environment where he/she is treated with dignity and respect; a place free from bullying, any form of harassment, discrimination or victimisation and where no such actions are tolerated.
16. Ensure that the FD is provided with satisfactory facilities (including an adequate supply of hand-

pieces and instruments, sufficient to allow them to be sterilised between patients) and appropriate dental reference material for the use of the FD within the Practice. (Journals, internet access, books, Department of Health documentation, etc.).

17. Provide relevant training opportunities for the FD so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, the FD fully completes the required competencies in the Dental Foundation Training curriculum.
18. Assess and monitor the FD's progress and professional development using the Dental Foundation Training e-Portfolio and any other material provided for this purpose, to give feedback and to liaise with the Dental Foundation Training Programme Director as necessary.
19. Ensure that the FD's e-Portfolio is completed in a timely fashion and that the FD's documentation involved in workplace based assessments is completed and kept up-to-date as required in the e-Portfolio.
20. Attend ES training when requested by the PGDD and ensure that the Practice's Equality and Diversity training is kept up to date. This training may be delivered virtually or electronically if circumstances dictate,
21. Not to encourage or, where possible, allow the FD to work additional hours for additional monies within or outside the practice whilst working within the terms of the Contract.
22. Attend ES meetings and end-of-scheme review sessions as required by the PGDD (normally 14 sessions a year). These meetings or sessions may take place virtually or electronically if circumstances dictate.
23. Set time aside to be available for Dental Foundation Training Programme Director visits, as required, including visitations in connection with Quality Management and Quality Assurance.
24. Advise on the final certification of the FD's completion of Dental Foundation Training Year and participate in the satisfactory completion process.
25. Provide e-mail linking for the FD with the Postgraduate Dental Foundation Training Office and Dental Foundation Training Programme Directors.
26. Inform the PGDD immediately and the Lead Employer Provider in writing if the circumstances of the Practice; you or the FD change in such a way as to alter this agreement; the Contract or the FD's educational agreement with Health Education England.
27. Inform the PGDD and the Lead Employer Provider immediately should the FD have a cumulative sickness absence greater than 10 days during the duration of the Contract or should the FD notify the Practice that the FD intends to take Maternity, Paternity or Shared Parental Leave.
28. Inform the PGDD and the Lead Employer Provider immediately if the Practice, the FD or you are investigated by any NHS body and/or the GDC and/or the CQC.

If at any time, the health and welfare of you or the FD is a major concern, Health Education England, may suspend the FD's training and/or your appointment under this agreement. Such a suspension is a neutral act to allow Health Education England to review any issues that may have arisen and, where appropriate, to investigate those concerns. Any suspension will be kept under review by Health Education England.

Any grievance made by the FD to the Practice should be brought to the immediate attention of the Associate Dean/Lead Employer and may result in the suspension of the FD's training while the matter is investigated.

Any breach of the obligations listed above may result in immediate withdrawal of your approval as a Dental Foundation Training ES by the PGDD of Health Education England. A breach may also result, on request from the PGDD, in the FD being suspended pending a full investigation.

In all other circumstances, Health Education England can terminate your appointment under this agreement by giving you one month's notice.

You shall not assign or subcontract any of your obligations under this agreement without the consent in writing of the PGDD.

In signing this agreement you confirm that you have read and accepted the terms of the Health Education England privacy notice <https://www.hee.nhs.uk/about/privacy-notice>.

## **Signatures**