

NHSE WT&E KSS Dental Foundation Trainer Applicant Guide 2024-25 – Existing Sites Only



Contents

Introduction	3
Appointment of Existing Educational Supervisors	4
Dental Foundation Training	4
Educational Supervisor Role	5
Joint Applications	6
Conflicts of Interest	6
Study Days	6
Flexibility in Training	6
Summary	9
Forms	10
Trainer recruitment process	10
Appointment as a Trainer	10
Dental Foundation Existing Educational Supervisor Reappointment for September 2024 Summary Timeline	11
APPENDIX 1 – Existing Educational Supervisor Person Specification	12
APPENDIX 2 – WT&E KSS Dental Training Practice Equipment Checklist	188
APPENDIX 3 – ES Performance Review Management Guidance 2023-24	31

Introduction

Thank you for your interest in the position of Educational Supervisor in the WT&E KSS Dental Foundation Training (DFT) Region. The purpose of this applicant guide is to provide you with information to assist you in your application and to inform you of the process for being selected as a DFT Educational Supervisor (ES), formerly known as Dental Trainer. Included in the appendices of this document are the Person Specification for existing educational supervisors. Further documentation relating to the position is also enclosed for your information.

NHS Workforce, Training & Education Kent, Surrey, Sussex (WT&E KSS) have an allocation of Dental Foundation placements that are set by the Department of Health and funded via NHS WT&E. Each Dental Foundation (DF) trainee is assigned to a dental practice with an approved DF trainer who is their Educational Supervisor.

This document explains the forms, timeline, methodology and sets out the guidance for trainer approval for the September 2024 cohort of trainees across WT&E KSS.

WT&E KSS is committed to continually raising the standards of dental training across WT&E KSS and as part of this commitment we seek to improve the quality of training provided by Educational Supervisors, their teams and the workplace environment.

WT&E KSS is also committed to meet requirements as set out by the Advancing Dental Care (ADC) Review recommendations. This includes co-ordination and distribution of postgraduate training posts, so that it is better aligned to areas with the highest levels of oral health inequalities, and equitable distribution of postgraduate dental training places. As such, recruitment of all training sites will reflect this recommendation.

Sites appointed as part of the September 2024 scheme will also be required to participate in clinical training of pre-registration dental nurses, dental hygienists and therapists as well as dental students at their practices as part of their appointment. This reflects ADC Review recommendations.

Further requirements that we are committed to meet include flexibility in training, the Early Years programme and ensuring connection of pre-registration undergraduate and apprenticeship routes to postgraduate or post-registration training and learning. These will be reflected in the specifications for ESs and training sites outlined in this document.

We look forward to receiving your application and working with you in the near future.

Yours faithfully,

The WT&E KSS Dental Foundation Training Team.

Appointment of Existing Educational Supervisors

All existing educational supervisors will be interviewed by a panel. Interviews will be held remotely via MS Teams. The panel will explore the evidence supporting ESs' past and current performance. Panels will comprise of Training Programme Directors, Associate Deans and external stakeholders.

Final appointment will be determined by the number of existing supervisors who are considered suitable to be appointed as well as by a combination of factors that include interview score, past performance, geographical location, NHSE needs and WT&E regional training requirements.

Full guidance on the performance management and appointment process is set out in APPENDIX 3 of this document.

Following interview and collation of scores, applicants will be notified of the application outcome. The appointment will be subject to annual review, appraisal, and satisfactory performance.

It may be that there are more ESs that are appointable than there are FDs available in September 2024 and some ESs may be appointed to a scheme for a Foundation Dental Therapist instead.

Applicants who are deemed potentially appointable (approved) but are not appointed will be part of the reserve list and can remain on this list for up to two years. WT&E KSS reserve the right to recheck eligibility before appointment.

Sites appointed as part of the September 2024 scheme may be required to also participate in clinical training of pre-registration dental nurses, dental hygienists, and therapists as well as dental students at their practices as part of their appointment.

Dental Foundation Training

Dental Foundation Training (DFT) is a one-year training programme designed for recently qualified dentists to gain experience in NHS Primary Dental Care. The programme is based on sound educational principles and is designed to provide in-depth professional guidance to help a dentist make the transition from comparatively inexperienced graduate to competent practitioner.

During the one-year course, Foundation Dentists (FDs) increase skill and competence as professional practitioners. In addition, they gain insight into practice management. The Educational Supervisor is available and accessible in the workplace and plays a key role in supporting the Foundation Dentist in this important developmental year.

Dental Blue Guide

The Dental Blue Guide produced by COPDEND is the Reference Guide for Postgraduate Dental Foundation Training in England, Wales, and Northern Ireland.

Please note that the Dental Blue Guide Second Edition – September 2022 recommends Minimum Clinical Requirements to demonstrate Satisfactory Completion which include:

1. Cobalt Chrome Prostheses
2. Four extractions of special difficulty (which may involve bone removal and/or flaps): one undertaken as ADEPT with ES by the end of Month 4.

Therefore, it is expected that a DFT Training practice would ensure that the FD would get experience of the above during their training year.

Educational Supervisor Role

Educational Supervisors working within the same dental practice or separate dental practices can opt to share the role and responsibilities of education for one Foundation Dentist.

This is a demanding and challenging pivotal position, which calls for an individual who can combine a pragmatic approach to development with leadership, motivational and influencing skills. An efficient team player, you will have the ability to create a supportive and encouraging environment within which a Foundation Dentist can practice and improve their dental and management skills.

The objective of Dental Foundation Training is that the Foundation Dentist (FD) should be eligible to practice unsupervised as a performer within the General Dental Services. The role of Educational Supervisor is therefore to directly supervise, support, encourage, educate, assess and mentor a Foundation Dentist in order to achieve this objective.

The application process for joint Educational Supervisors is the same as that of an individual Educational Supervisor. Both Educational Supervisors will need to be successfully appointed through the application and recruitment process as outlined further in this document.

Joint Applications

In Joint Educational Supervisor applications please follow the outlined guidance below:

- An individual application form must be submitted by each of the applicants. Confirmation should be given within the application form that it is a joint application.
- Only one practice profile and practice assessment will be required per joint application.
- Should the case arise that one of the applicants in a proposed joint application is not successfully appointed, the other applicant may have the opportunity to undertake the full Educational Supervisor role and responsibilities, should all relevant requirements be met.
- Joint Educational Supervisors can meet the 14 trainer session requirements jointly if they are responsible for one FD.

Conflicts of Interest

Any Educational Supervisor with a close personal or business relationship with any of the Foundation Dentist applicants must declare this at the outset of the process and will not be permitted to be ranked by that Foundation Dentist during scheme placement preferencing.

COPDEND has issued guidance regarding training with family members which is available [here](#).

Study Days

Study days may be on variable days. You will need to ensure that your FD's surgery is available for them to use 5 days a week in their normal working hours.

Flexibility in Training

This reflects the change in General Dental Practitioners landscape where many different practice models now operate across the region. WT&E's aim is to increase flexibility in eligibility for the role of Educational Supervisor.

This increase in flexibility will facilitate more General Dental Practitioners with differing practice circumstances, including part-time dentists, to apply for the role of Educational Supervisors. It is anticipated this will be more inclusive and further improve the quality of training.

Therefore, there are several arrangements which WT&E will accept outlined below. These will be accepted provided applications demonstrate clearly how the practice/ group/ joint arrangements can provide consistent and high-quality supervision and support for the Foundation Dentist/s.

1. One ES provides full time supervision for one FD working in the same dental practice.

The ES and FD must be on the same site (evidence will be requested), at the same time for a minimum of 21 hours over 3 days per week (not including study days), as per the ES contract. In addition to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

2. One ES provides full time supervision for two FDs in the same practice.

The practice must be able to demonstrate they can accommodate two FDs full time. Please note those appointed to this role must have a minimum of 3 years' experience in the role of an appointed ES at the point of Scheme commencement and can demonstrate that there have been no performance issues across the past three years, as well as demonstrate robustly that both FDs will gain access to sufficient number of patients. The ES and FDs must be on the same site, at the same time for a minimum of 21 hours over 3 days per week, as per the ES contract. In addition to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

3. Two individual practitioners may wish to take on the role of ES (each with an allocated FD) within the same practice.

The practice must be able to demonstrate they can accommodate two FDs full time and meet performance management requirements, as well as demonstrate robustly that both FDs will gain access to sufficient number of patients. The ES and FD must be on the same site, at the same time for a minimum of 21 hours over 3 days per week, as per the ES contract for their assigned FD. In addition to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

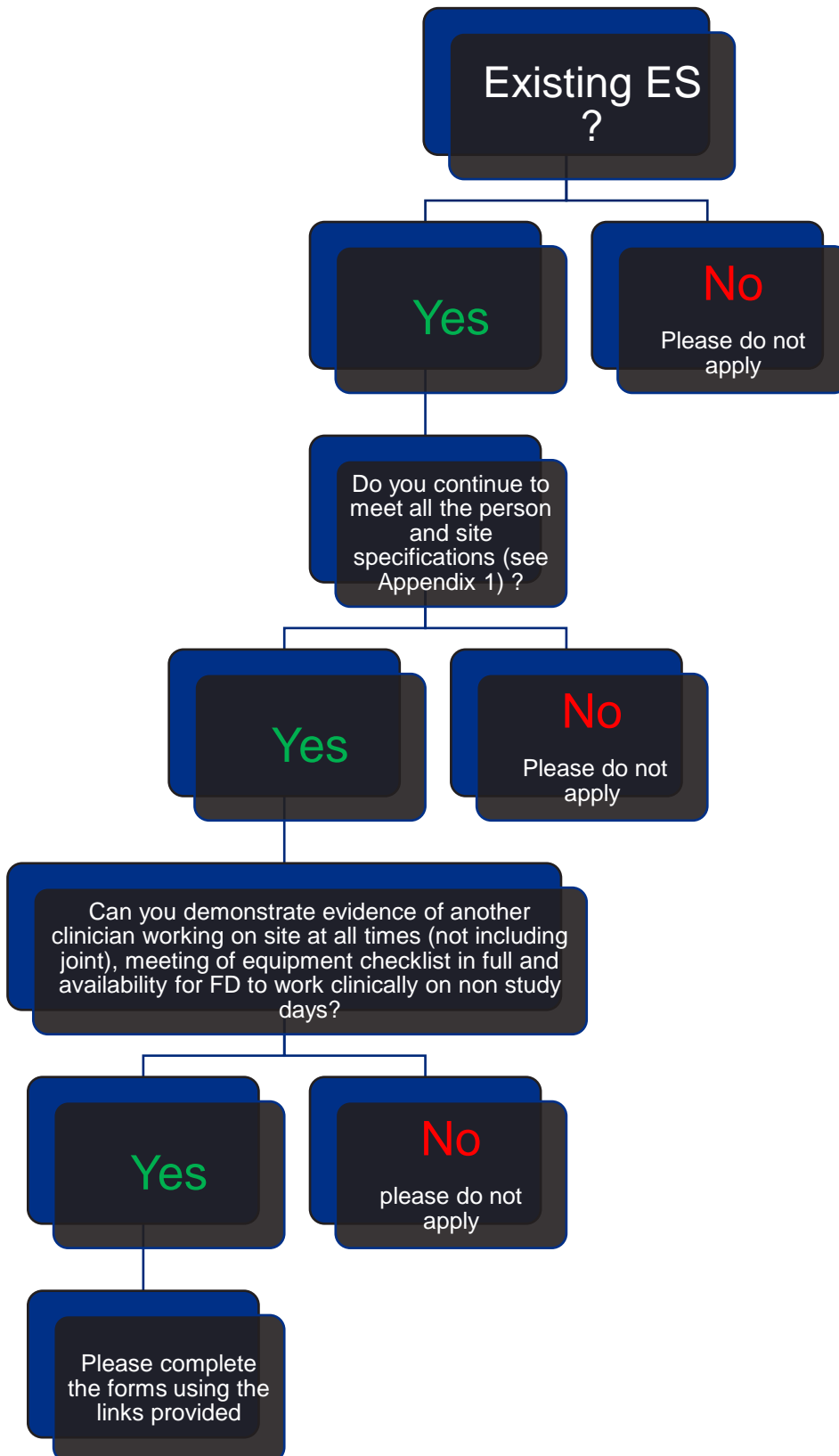
4. **Joint training.** Two ESs provide full time supervision for one FD working in the same dental practice (joint trainers). The ESs and FD must be on the same site, at the same time for a minimum of 21 hours over 3 days per week, as per the ES contract. One ES will be designated as lead supervisor and will be point of contact with WT&E. In addition to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

5. **Split Training Across two Different Practices.** Two ESs provide full time supervision for one FD working across two different dental practice (joint trainers across two sites). Each ES must provide cover for the FD on a minimum of 1.5 days per week, with the FD present at each site for 2 days and alternate non study days. As this will be shared training, funding will reflect this. In addition at each site to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

6. **Split Training Across Hospital and/or Community.** A training practice ‘shares’ the training of one FD with a hospital setting provider and/or a community setting, ensuring that the ES in the training practice can provide cover for the FD on a minimum of 1.5 days per week, with the FD present at each site for 2 days and alternate non study days. As this will be shared training, funding will reflect this. In addition at each site to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

If the proposed training site meets all requirements for multiple FDs and this can be evidenced by past performance management requirements of the ES(s) and the suitability of site (such as demonstrating robustly that the FDs will gain access to sufficient number of patients or surgery access for FDs in a consistent manner), then a site may consider applying for multiple combinations of above.

Summary



Forms

All those wanting to apply to be a trainer for September 2024 will need to complete the Application Form, which will also act as an Eligibility Form.

Before you complete this form, **please ensure you have read the relevant Person and Site Specification** for existing Educational Supervisors that are available on the HEE/WT&E website and as Appendices 1 & 2 to this document:

<https://london.hee.nhs.uk/dental/dental-foundation-training>

Please note that the Person and Site Specification drives the recruitment; it lists the essential and desirable criteria and attributes required for the role of DF trainer, as well as the training site including workplace requirements.

Trainer recruitment process

The first part of the recruitment process consists of the submission of an Application Form and a Practice Descriptor Form via Microsoft Forms.

Where you are applying to be a joint educational supervisor both applicants must each submit an application. A maximum of 2 applicants can apply to be joint educational supervisors for training one FD.

Appointment as a Trainer

After the process above is complete, all applicants will be contacted on or after 20th May 2024 to inform them if they are appointable and whether they will have a Foundation Dentist, Foundation Therapist and/or undergraduate Dental Therapist/Hygienist/Nurse assigned for a 1st September 2024 start.

The appointment will be subject to annual review, appraisal, and satisfactory performance.

Please note that in registering you agree to the following:

- I give consent for WT&E to take up references, which may include the General Dental Council (GDC), NHSE, CQC, and other regions of WT&E where relevant.
- I give consent for WT&E to approach NHS England to seek information on any contract breaches, remedial notices, complaints, and/or investigations, which may adversely affect the suitability of the applicant or practice as a training practice.

- I confirm that I am/we are registered on Accent Course Manager. Link [HERE](#)
- I understand that if I am appointed as an educational supervisor, I am obliged to comply with WT&E policies and procedures under the nationally agreed Educational Supervisor/DFT contract (if applicable)

WT&E reserves the right to amend the process in case of extenuating and/or unforeseen circumstances. If this occurs, applicants will be notified.

Dental Foundation Existing Educational Supervisor Reappointment for September 2024 Summary Timeline

Key Dates	
Applications open (09.00 am)	1 st April 2024
Applications close (09:00 am)	30 th April 2024
Interviews	w/c 6 th May 2024
Application outcome notification	w/c 20 th May 2024
Posts commence	1st September 2024

APPENDIX 1 – Existing Educational Supervisor Person Specification

September 2024 Existing Dental Foundation Trainer Appointment

Person Specification for appointment of existing Educational Supervisors only.

This form lists the essential and desirable attributes for trainers in WT&E KSS. These attributes will be assessed as indicated by the 'X'			Eligibility Form and Application	Practice Visit and Interview
EXPERIENCE	ESSENTIAL	Has been a dentist for at least 3 years in the NHS primary care setting at the time of the commencement of the DFT year and demonstrates detailed understanding of GDS regulations and contract	X	
		Has a Performers List Number	X	
		Must be able to demonstrate sufficient experience in practice management including line management experience	X	X
		Demonstrates sound understanding of NHS leadership systems	X	X
		Demonstrates a good working knowledge of IT and online learning platforms	X	X
QUALIFICATIONS & TRAINING	ESSENTIAL	Registration with the GDC as a dentist	X	
		Has no current conditions with the GDC or local NHS regional team and is not currently under investigation by regional NHS team or GDC	X	
		Demonstrate ongoing commitment to faculty development on an annual basis	X	
	DESIRABLE	Postgraduate Qualifications in Education in past 5 years or evidence of extensive Postgraduate Training in Education in past 5 years	X	

KNOWLEDGE, SKILLS, ATTITUDES & PROFESSIONALISM	ESSENTIAL	Places a high value on clinical standards, ethical values and patient centered care		X
		Can explain professionalism in the widest context		X
		Displays strong clinical and ethical standards		X
		Demonstrates resilience		X
		Awareness and application of clinical guidelines, evidence-based dentistry, risk management and consent		X
		Upholds the values of the NHS & the principles of Equality & Diversity. Has undertaken Equality & Diversity training in the past 3 years	X	X
		Shows evidence of self-awareness, reflection and critical thinking		X
		Positive attitude towards training including active participation in the study course and WT&E led events		X
		Has a robust understanding of governance		X
		Ability to forge working relationships with FD and can demonstrate genuine desire to coach and mentor FD		X
	Understands the curriculum of Dental Foundation Training and processes of measuring trainee performance		X	
	DESIRABLE	Can demonstrate collaborative learning and working with other educational supervisors		X
	DESIRABLE	Ability to forge and maintain a positive working relationship with TPDs and other WT&E staff	X	X

PRACTICE/NHS	ESSENTIAL	Does not have a personal NHS commitment of more than 7000 UDAs (or equivalent pro rata). Trainers' workload allows for FD accessibility		X
		Educational Supervisor provides a comprehensive range of treatment under the NHS to both adults and children and has been an NHS performer on the proposed contract for 12 months prior to point of application	X	X
		Is able to demonstrate an adequate and appropriate workload for the trainee with a NHS commitment that will allow a Dental Foundation Trainee to treat a full range of patients and demonstrate an appropriate case mix with full range of treatments provided on NHS, in line with Blue Guide clinical and UDA requirements		X
		Trainee surgery meets current specification to meet KSS equipment checklist (see website and guidance notes appendices)	X	X
		High quality internet access at the practice for both ES and FD		X
		A dedicated surgery for Foundation Dentist that can be accessed and used by the foundation dentist for full clinical practice (does not include triaging) Monday-Friday, including on days when study days or placements are not run i.e. 5 days per week	X	X

		covering 35hours		
		A dedicated surgery for an undergraduate Dental Therapist that can be accessed and used by the trainee for full clinical practice when the FD/FT is on a study day (relevant only if foundation therapist placed)	X	X
		Computer system which is used for all clinical data entry in surgery and transmission facility. Digital clinical record keeping complies with best practice guidelines in use. Digital radiography system in use		X
		To have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract at the point of application , who is currently practicing clinically at the proposed site that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness etc.	X	X
		Satisfactory WT&E KSS practice compliance inspection in the past three years	X	X
		Practice is compliant with latest HTM 01-05 Essential Requirements	X	X

		and Resuscitation Council guidelines		
		Has an NHS Email address	X	
		Another performer practicing clinically the whole time the proposed FD will be at the practice to provide clinical advice and support in your absence	X	X
		Adopts a skill mix approach to the delivery of clinical care		X
		Can demonstrate that robust governance systems and processes are in place with policies on management of complaints and significant events.		X
		Demonstrable personal commitment of at least 700 UDAs or for joint applications, the total UDAs between the parties is 700 with each party achieving not less than 260 UDAs at the training practice.		X
CLINICAL SUPERVISION	ESSENTIAL	To be present in the training practice for the entire first month of training and work at least 21 clinical hours (6 sessions) per week to overlap while the FD is also working clinically. In the case of joint trainers, one or other trainer needs to be present for 21 working (6 sessions) hours overlap while the FD is also working clinically	X	X
		Is able to make time for the trainee and offer hands-on help when needed with protected learning time and WPBAs blocked off in ES appointment book	X	X

		Where 2 FDs are placed in a training practice each FD is treated as a single placement	X	X
		Able to accommodate and supervise/support undergraduate dental nurse, undergraduate dental therapist, undergraduate hygienist or undergraduate dentist.	X	
	DESIRABLE	Educational Supervisor is present throughout the week when the FD is working	X	X

APPENDIX 2 – WT&E KSS Dental Training Practice
Equipment Checklist

WT&E KSS Dental Training Practice Equipment Checklist 2024-25





KSS Dental Training Practice Equipment Checklist

In addition to the expected equipment any dentist in primary care would have (detailed in the WT&E KSS practice compliance checklist), the following checklist has been issued to demonstrate equipment that WT&E Kent, Surrey, and Sussex would expect a Foundation Dentist and therapist to have.

Some trainers in the past have set aside a small budget for the trainee so they can purchase materials/equipment which they have experience with and can justify its use; this is to be recommended and encouraged since it not only affords the FD an opportunity to research new materials and gain experience but also offers a route into tutorials based around practice expenses.

The Practice Readiness Checklist should be completed by the trainee as a joint exercise with their Educational Supervisor and emailed to the FD TPD before the ESR on the portfolio is completed.

The checklist has a dropdown menu which can be opened in Word.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
General					
Does the practice have full Computer based Clinical Records?	Yes		WHOLE PRACTICE	For audit purposes	Choose an item.
Does the practice have fully integrated Digital Radiography?	Yes		WHOLE PRACTICE	For assessment purposes, audit, and presentations	Choose an item.
Does the practice have practice-based internet access that allows quality video calls and image access?	Yes and in particular in the FD Surgery		WHOLE PRACTICE	For Portfolio completion & general e-learning	Choose an item.
Does the practice have access to MS Teams, web camera and microphone?	Yes		IN PRACTICE	For Portfolio completion & general e-learning	Choose an item.
MS Office including MS Word and MS Excel or equivalent	Yes		IN PRACTICE	For Portfolio completion & general e-learning	Choose an item.
Does the practice have a Tablet, which is able to access the internet wirelessly?		Yes	IN PRACTICE	For patient surveys	Choose an item.
Does the trainee have sufficient number of uniform (recommended 3 sets)?	Yes			For Health and Safety	Choose an item.
Proposed Trainee Surgery					
Does the practice have Safer-Sharps system (Specific “safer sharps” system e.g. in Safe, Safety Plus etc, or sufficient numbers of needle block/ device for re-sheathing)?	Yes		TRAINEE SURGERY	To avoid needle stick injuries	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
Does the practice have ambidextrous dental chair available?		Yes	TRAINEE SURGERY	Some Trainees are left-handed	Choose an item.
Are there a minimum of 3 High Speed handpieces available for the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Are there a minimum of 3 contra-angles available for the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Is there a dedicated straight handpiece available for the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Are there a minimum of 3 scaler handpieces and 3 tips available for the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Is there a sufficient supply Single Use Stainless Steel Rosehead Burs or reusable Tungsten Carbide Rosehead Burs available for the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Are autoclavable Bur Stands available for the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Is there a sufficient supply of burs required for ALL restorative procedures available for the trainee? Are these burs readily available to the trainee?	Yes		TRAINEE SURGERY	For patient safety	Choose an item.
Materials and Equipment					
Are there amalgam capsules and capsule mixing machine for amalgam/GIC in Trainee surgery?	Yes		TRAINEE SURGERY	BDA guidelines on amalgam	Choose an item.
Is there a Light cure available?	Yes		TRAINEE SURGERY		Choose an item.
Is there a Primary Molar, Preformed Metal (stainless steel/nickel chrome) Crown kit with full range of different	Yes		IN PRACTICE	Best practice	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
sizes? And any equipment required to use it?					
Is there a Facebow & Semi-adjustable articulator or facility to loan from Dental Laboratory?	Yes		IN PRACTICE OR ON LOAN FROM LAB	To develop skills in occlusal analysis.	Choose an item.
Are there multiple matrix bands in wide and narrow sizes with disposable corresponding bands?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Is there a Composite matrix system (Sectional matrix) available?	Yes		IN PRACTICE	Trainee will be taught to use this system to improve direct composite placement	Choose an item.
Is there a full range of composite shades (A and B or Opaque) available?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to full shade guide?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Is there a post system, including direct, impression and temporary posts available?	Yes		IN PRACTICE		Choose an item.
Does the trainee have access to materials for conventional luting and adhesive bonding of indirect restorations?	Yes		IN PRACTICE	Best practice	Choose an item.
Does the trainee have access to a clinical Sandblaster?	Yes		IN PRACTICE	Best practice	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
	Access to one in the practice				
Are there dedicated Willis bite gauge or dividers and Fox's bite plane available?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to a range of different sizes of retraction cord?	Yes		TRAINEE SURGERY	To assist with impression taking	Choose an item.
Does trainee have access to retraction cord reagent?	Yes		TRAINEE SURGERY	As above	Choose an item.
Are there a selection of hand scalers available and the equipment needed to maintain them?	Yes		IN PRACTICE	Best practice	Choose an item.
Photography and Radiography Equipment					
Is there a Wall, floor, or ceiling mounted radiography unit with collimation available in the trainee surgery?	Yes		TRAINEE SURGERY	For patient dignity and safety	Choose an item.
Is there regular daily access for trainee to digital photography and appropriate SLR camera, appropriate lenses, including macro lens and ring flash, mirrors, and retractors. Trainee to be able to take all equipment to photography study day.	Yes		IN PRACTICE	For clinical records, assessment purposes and presentations	Choose an item.
Does the trainee have access to an Intraoral Camera?		Yes	IN PRACTICE	For patient education and clinical case discussions	Choose an item.
Are there Beam aiming devices for all intra-oral views: Bitewing; Vertical Bitewing; Anterior Peri-apical; Posterior	Yes,	High quality plates available	TRAINEE SURGERY	Reduces patient radiation dose	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
Peri- apical and Endo-ray Holder?	For use in TRAINEE surgery 2 of each with more available across the practice	in a range of sizes			
Endodontic Materials and Equipment					
Does the trainee have access to Vitality Testing – specifically Endofrost or Electric Pulp Tester?	Yes	Have both Endofrost and EPT tester	TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to a suitable endodontic ruler?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to a Rotary Endodontic system including a standalone endodontic motor and handpiece?	Yes		IN PRACTICE	Trainee will be taught rotary endo; this will enable them to gain more experience in this skill	Choose an item.
Does the trainee have access to Hand files (Adequate supply of single use hand files 21mm, 25mm, 30mm)?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Apex Locator?	Yes		IN PRACTICE	Best practice	Choose an item.
Does the trainee have access to range of Gates Glidden burs?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Endo safe burs?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to an assortment of standard taper master cone GP points,	Yes		TRAINEE SURGERY	Best practice	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
Accessory GP points and matching paper points?					
Does the trainee have access to Size A and B finger spreaders and matching accessory GP?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Sodium Hypochlorite for irrigation?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to 27G /30G side vented irrigation needles?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to a BPE probe and DG16 probe?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Rubber dam & range of clamps?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Oroseal or equivalent?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Facilities for 3D root canal obturation – minimum of lateral and/or vertical condensation?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
Does the trainee have access to Heated obturation methods?		Yes	IN PRACTICE	Best practice	Choose an item.
Does the trainee have access to an endodontic bioceramic root sealer?	See Desirable	Essential for use with single cone	IN PRACTICE	Best practice	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
		obturation technique			
Surgical Equipment					
Does the trainee have access to Surgical handpiece or rear-exhaust turbine for sectioning only?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to Surgical burs?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to saline for irrigation of sockets and bone removal?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to scalpel and blades?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to a range of retractors?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
Does the trainee have access to a range of extraction forceps for; Paediatric Adult for all permanent teeth and roots?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to a range of luxators and elevators?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to periosteal elevator?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to tooth tissue forceps?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Does the trainee have access to suture materials and haemostatic sponge/ ribbon?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
Does the trainee have access to narrow tipped aspirator tips?	Yes		IN PRACTICE	To enable best practice approaches to surgical tooth removal and follow up from study day teaching.	Choose an item.
Item	Essential	Desirable	Location	Rationale	Confirm Availability
Medical Emergency					
<p>Medical Emergency drugs and all required minimum equipment as per Quality Standards: Primary dental care equipment list Resuscitation Council UK Originally https://www.resus.org.uk/library/quality-standards-cpr/primary-dental-care-equipment-list</p> <p>Published November 2013. Last updated May 2020.</p> <p>in the practice plus thermometer</p> <p>CQC requirements https://www.cqc.org.uk/guidance-providers/dentists/dental-mythbuster-4-drugs-equipment-required-medical-emergency</p>	Yes		IN PRACTICE	Best Practice in line with CQC	Choose an item.
DRUG		DOSE			Confirm Availability
Adrenaline 1 ml ampoules i		0.5mg from 1mg/1ml			Choose an item.

Or pre-filled syringes 1:1000 sol (150,300,500)	(dose adjusted for children)	
Midazolam buccal solution / or injection solution	5mg/1ml or 10mg/2ml (dose adj. for children)	Choose an item.
Glucose solution/ tablets/powder		Choose an item.
Glucagon injection	1mg (half for children)	Choose an item.
Glyceryl trinitrate spray	2 puffs to deliver 0.4mg MDI/dose	Choose an item.
Salbutamol inhaler	2 puffs required 0.1mg MDI/dose	Choose an item.
Aspirin dispersible	300mg	Choose an item.
Oxygen cylinder with reducing valve, flow meter, tubing, non-rebreathing oxygen mask and suitable connectors. Minimum size D cylinder, 340 litres is required, with regulator capable of delivering a flow rate of 15 litres per minute?		Choose an item.
Pocket mask with oxygen port		Choose an item.
Is the emergency oxygen cylinder and regulator regularly maintained? Serviced annually, pressure vessel checks at least once every 3 years? Are they recorded?		Choose an item.
Clear face masks for self-inflating bag (sizes 0,1,2,3,4)		Choose an item.
Oropharyngeal airways: - sizes 0,1,2,3,4,		Choose an item.
Portable suction equipment (e.g. Yankauer), which is independent of a power supply		Choose an item.
Disposable syringes (2ml) and needles (23g)		Choose an item.
Volumatic spacer for administration of Salbutamol inhaler		Choose an item.

AED – defibrillator (with battery charged, and working)	Choose an item.
Adhesive pads - Adult	Choose an item.
Adhesive pads - Pediatric	Choose an item.
Razor and scissors	Choose an item.
First Aid Kit (it should be suitably stocked)	Choose an item.
Mercury spillage kit (unless amalgam free practice)	Choose an item.
Does the practice have a process to ensure that all emergency/ drugs and equipment are not time expired, completed weekly?	Choose an item.
Does the Medical Emergency Kit contain a face covering for the patient and a mask for the Clinician?	Choose an item.
Thermometer	Choose an item.

APPENDIX 3 – ES Performance Review Management Guidance 2023-24

The purpose of the performance management process is to:

1. Establish objectives through which dental foundation educational supervisors can better understand their role in foundation training.
2. Improve performance by holding formative discussions and by providing supportive feedback
3. Ensure clear accountability for SLA and contractual requirements, by reviewing KPIs. Failure to meet KPIs will be discussed and reviewed with parties involved

(1) And (2) were met by:

- Ongoing meetings, dialogue and communication if early concerns were raised
- Educational visits to training site, with protected time to have conversations with ESs regarding any concerns. All ESs were provided an opportunity to review the practice visit documentation.
- Regular trainer meetings

Where the process identifies training practices and ES's whose performance is a cause for concern, then they may be deemed as not suitable to be reappointed as ESs for the 2024-25 DFT programme.

The structure of the final performance review process and form is designed to be factual and is not a subjective assessment of performance.

Sources of information that feed into the process are:

- DFT Blue Guide
- ES person specification
- ES contract 2023-24
- ES 2023-24 application form and supporting documents
- Practice equipment check list
- Published LKSS WT&E portfolio timeline

- IRCP invite
- Educational practice visit reports
- ePortfolio
- Attendance records

Regional ES TPDs, in pairs, complete the ES PR form. A single form is completed for a sole ES and for joint ESs. Where an ES is a joint for 2 different FDs, 2 separate forms are required.

All existing educational supervisors will be interviewed by a panel. Interviews will be held remotely via MS Teams. The panel will explore the evidence supporting ESs' past and current performance. Panels will comprise of TPDs, ADs and external stakeholders.

Following interview and collation of scores, applicants will be contacted regarding whether they have been successful or not. The appointment will be subject to annual review, appraisal and satisfactory performance.

It may be that there are more ESs that are appointable than there are FDs available in September 2024 and some ESs may be appointed to a scheme for a Foundation Dental Therapist instead.

Applicants who are deemed potentially appointable (approved) but are not appointed will be part of the reserve list and can remain on this list for up to two years. WT&E KSS reserve the right to recheck eligibility before appointment.

For those ESs who have not been reappointed, an opportunity will be provided to have a debrief meeting with Regional ES TPDs.