

Dental Foundation Trainer Applicant Guide – New Sites Only

**Recruitment & Selection of
Dental Foundation Educational
Supervisors, Health Education
England, London and Kent,
Surrey, Sussex (LKSS)**

2023-2024

Contents

Introduction.....	2
Dental Foundation Training.....	3
Areas of Need	3
Educational Supervisor Role	3
Joint Applications	4
Conflict of Interest	4
Study Days	4
Flexibility in Training.....	4
Summary	6
Forms.....	7
Trainer Recruitment Process	7
Appointment Process	11
Appointment as a Trainer.....	11
Educational Supervisor Declarations & Data Protection Act 1998	12
DFT New Educational Supervisor Appointment for September 2023 Summary Timeline.....	12
APPENDIX 1 – New Educational Supervisor Person Specification	13
APPENDIX 2 – EQUIPMENT CHECKLIST	20

Introduction

Thank you for your interest in the position of Educational Supervisor in the HEE London & 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.

HEE London and Kent, Surrey, Sussex (HEE LKSS) have an allocation of Dental Foundation placements that are set by the Department of Health and funded via Health Education England. 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 2023 cohort of trainees across HEE LKSS.

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

HEE LKSS 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.

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 HEE LKSS Dental Foundation Training Team.

Areas of Need

Please note that appointment of new sites for DFT will be prioritised for areas of NHS need. These currently include Surrey and Southwest London.

Dental Foundation Training

Dental Foundation Training (DFT) is a one-year course designed for recently qualified dentists to experience 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.

The DFT curriculum can be found [COPDEND website](#).

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. Two 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.

The Dental Blue Guide can be found on the [COPDEND website](#).

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 his/her 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 both 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.

Conflict 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.

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. HEE LKSS aim 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 HEE LKSS 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.

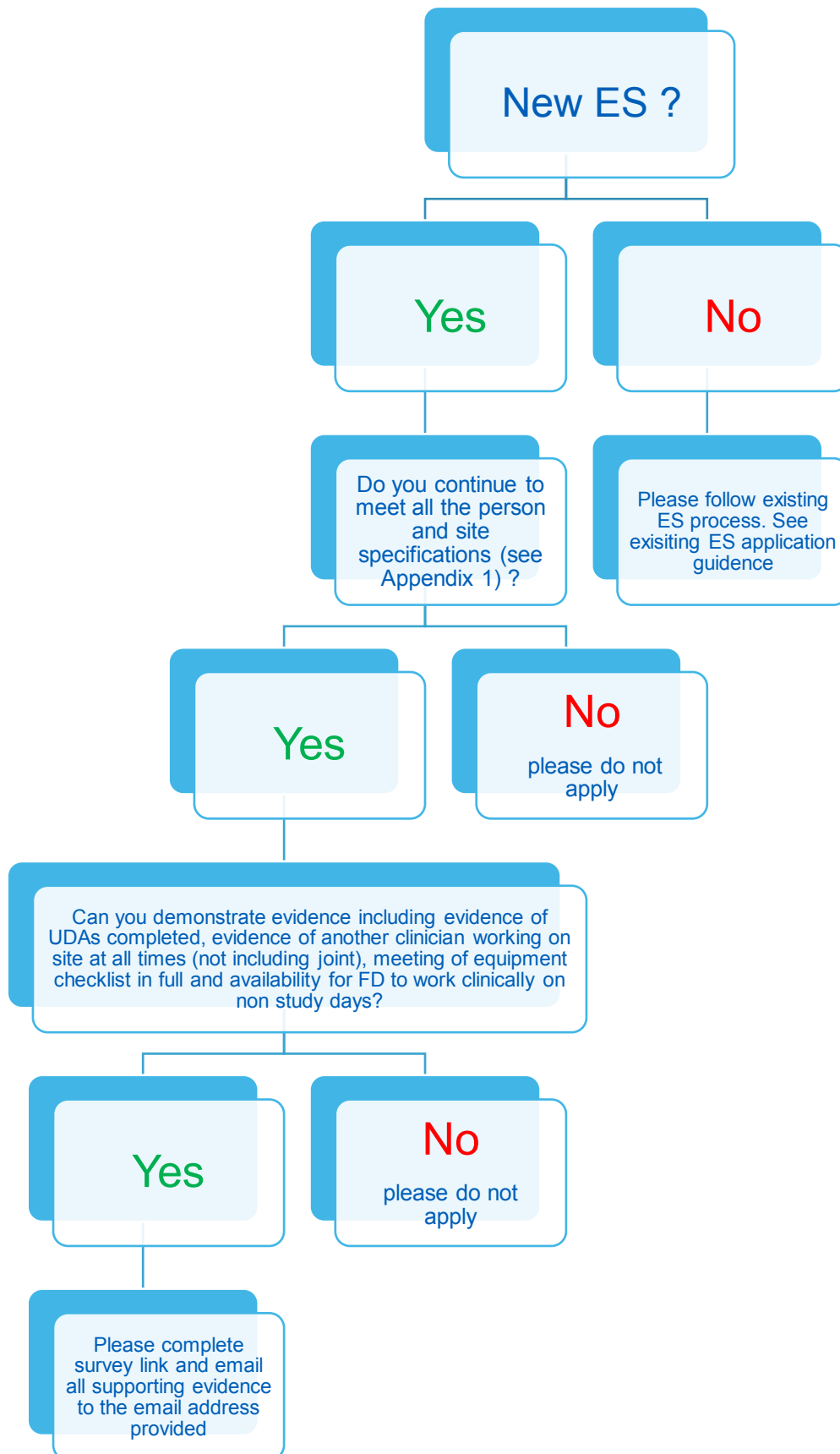
1. One ES provides full time supervision for one FD working in the same dental practice. The ES and FD must be on the same site (evidence will be requested), at the same time for a minimum of 21 hours over 3 days per week (not including study days), as per the ES contract. In addition to have a named 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. 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.

3. 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. 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.

Summary



Forms

All those wanting to apply to be a trainer for September 2023 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 New Educational Supervisors that are available on the HEE London website and as Appendix 1 to this document:

<https://www.lpmde.ac.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 ApplicationForm via Microsoft Forms and the submission of the following document:

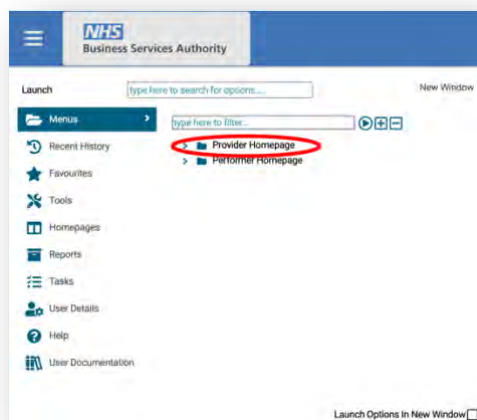
1. Activity Actuals 2223

Each applicant must supply their practice Activity Actuals report. This document should be the one related to the proposed training practice and its NHS GDS contract. This document must be accessed and downloaded by the contract holder (provider).

Each **Proposed Training Site** must supply their Activity Actuals Report. The document should be the report related to the proposed training site/practice and its NHS GDS Contract.

It can be downloaded as PDFs from NHS BSA Compass, located at:Providers Homepage > Activity > Activity Actuals. It **must** be downloaded by the Provider.

A video is also available explaining how to access and download the document: [How to view up to date UDA/UOA delivery as a Provider in Compass](#)

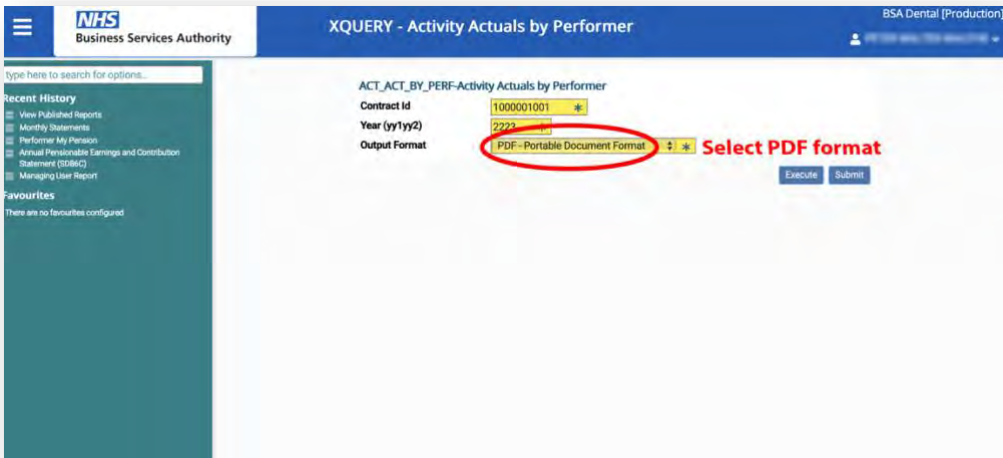
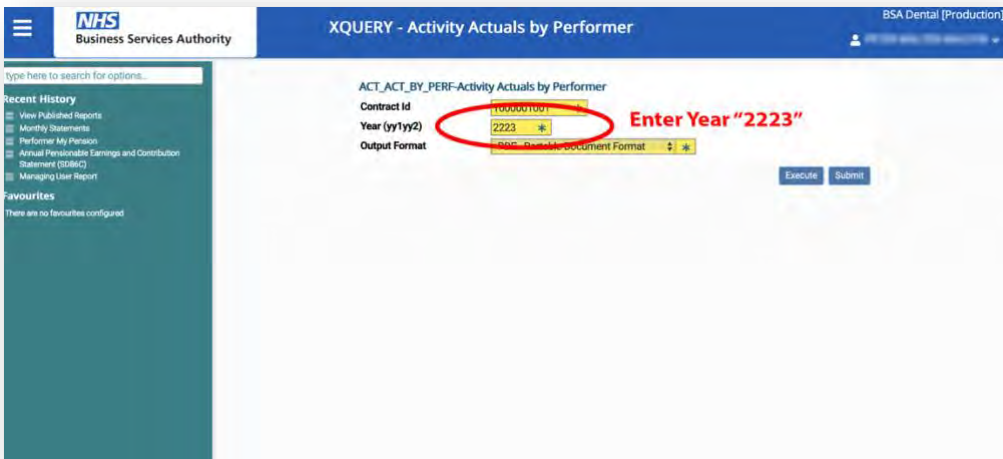
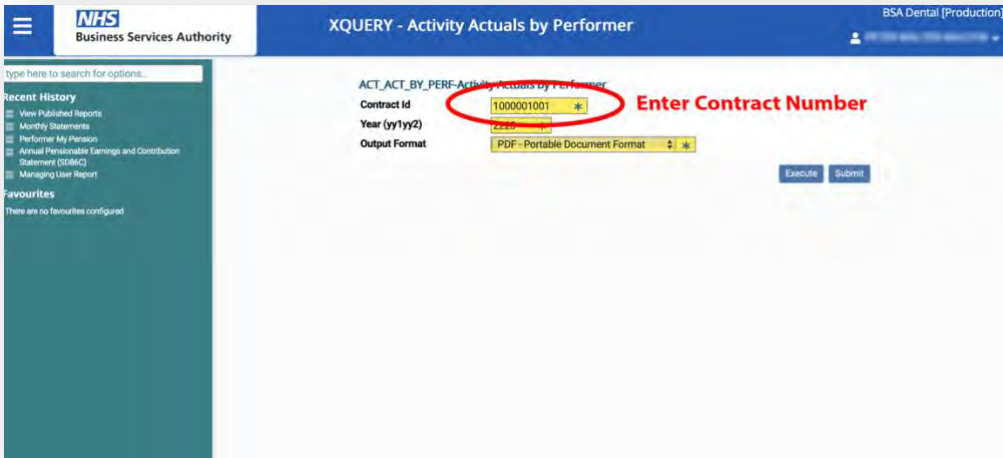


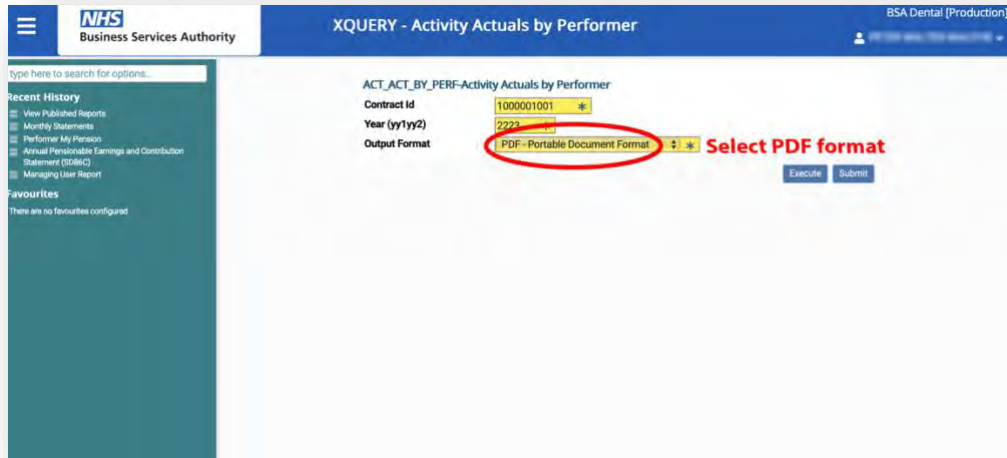
Homepage Menu

- My Profile
- User Maintenance
- Provider
- Contract
- Performer
- Payments
- Pensions
- ARR
- Activity**
- Reporting
- COVID-19
- Participant Update
- PPE Reimbursement
- Sedation Declaration

Homepage Menu

- Back to Home Page
- Activity Actuals**
- Activity Actuals (Performer)
- Activity Authorisation Search
- Activity Creation
- Activity Creation (Performer)
- Activity Dashboard
- Activity Dashboard (Performer)
- Activity Report for Year to Date (Calendar Month)
- Activity Report for Quarters 1 and 2 (Calendar Month)
- Activity Report for Quarters 1 and 2 (Scheduling Month)
- Activity Report for Quarters 1 and 2 (Performer)





You will then have a document named “ACTIVITY_ACTUALS.pdf” which you can download to your computer. Here is an example of the first page, it should show the activity of **ALL** the performers in the practice.:

NHS BSA Dental Services									
Activity Actuals for Contract 000000000, Year 2122									
Contract Summary									
Area Team:	QKS : 000000000								
Provider:	000000 : MR J SMITH								
Start Date:	01/04/2006								
End Date:									
Actual Activity for Financial Year 2122									
Period Month	Performer	Performer				Foundation Dentist			
		UDA Total	UOA Total	Domiciliary Count	Sedation Count	UDA Total	UOA Total	Domiciliary Count	Sedation Count
April 21	100001 : JOHN SMITH	121.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
April 21	100002 : PETER PARKER	135.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
April 21	100003 : BRUCE WAYNE	122.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
April 21	100004 : CLARK JOSEPH KENT	186.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
April 21	100005 : NATASHA ROMANOFF	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals for April 21 :		575.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
May 21	100001 : JOHN SMITH	67.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
May 21	100002 : PETER PARKER	91.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
May 21	100003 : BRUCE WAYNE	81.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
May 21	100004 : CLARK JOSEPH KENT	60.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals for May 21 :		299.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June 21	100001 : JOHN SMITH	197.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June 21	100002 : PETER PARKER	182.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June 21	100003 : BRUCE WAYNE	325.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June 21	100004 : CLARK JOSEPH KENT	273.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June 21	100005 : NATASHA ROMANOFF	28.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals for June 21 :		1,006.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
July 21	100001 : JOHN SMITH	160.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
July 21	100002 : PETER PARKER	226.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
July 21	100003 : BRUCE WAYNE	229.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
July 21	100004 : CLARK JOSEPH KENT	200.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0

All supporting documents required should be submitted in full at the time of application to HEE LKSS.

You will need to email your supporting document to dft.lase@hee.nhs.uk at the time of your application, with clear title of email stating "EVIDENCE FOR NEW DF SITE RECRUITMENT".

Missing or incorrect documents will not be accepted after the closure of the application window under any circumstances.

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 Process

Eligible applicants, if approved will be placed on a list of those who are potentially appointable. A practice visit will then be arranged to confirm that the proposed training premises are suitable for DF training. This does not guarantee appointment.

Final appointment will be determined by the number of existing and new DF trainers who are considered suitable to be appointed as well as by geographical location deemed relevant to HEE training requirements.

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. HEE LKSS reserve the right to recheck eligibility before appointment.

Appointment as a Trainer

After the process above is complete, all applicants will be contacted on or after 8th May 2023 to inform them if they are appointable and whether they will have a Foundation Dentist assigned for a 1st September 2023 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 LKSS to take up references, which may include the General Dental Council (GDC), NHSE, CQC, and other regions of HEE LKSS where relevant.
- I give consent for HEE LKSS 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.

- If appointed, I consent for my details being published on the HEE website for DFT recruitment purposes.
- I confirm that I am/we are registered on Accent.
- I understand that if I am appointed as an educational supervisor, I am obliged to comply with HEE LKSS policies and procedures under the nationally agreed Educational Supervisor/DFT contract (if applicable)

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

Educational Supervisor Declarations & Data Protection Act 1998

As part of the Educational Supervisor application applicants will be asked to confirm they have read and agree to the following policies; therefore please ensure you read the statements below.

Data Protection Act 1998 and declaration

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration.

Information contained in or derived from unsuccessful applications and/or the recruitment or interview process may be retained in both manual and computerised format for similar purposes; usually for a minimum of three months and a maximum of eighteen months. The Agency may use any educational or employment details contained in or derived from your application to approach persons or organisations for any references, which may be required. I hereby consent to the continued processing of all such sensitive data as outlined above.

DFT New Educational Supervisor Appointment for September 2023 Summary Timeline

Key Dates	
Applications open (09.00 am)	1st February 2023
Applications close (09:00 am)	28th February 2023
New ES training site visits in areas of need	01/04/2022 - 01/05/2022
Application outcome notification	10th May 2023
Posts commence	1st September 2023

APPENDIX 1 – New Educational Supervisor Person Specification

September 2022 New Dental Foundation Trainer Appointment

Person Specification for appointment of New Educational Supervisors only.

This form lists the essential and desirable attributes for new applicants wanting to be DFT trainers in HEE LKSS. These attributes will be assessed as indicated by the 'X'			Eligibility Form and Application	Assessment at interview	Assessment at practice visit before or after interview
EXPERIENCE	ESSENTIAL	Has not been a trainer who was not reappointed by HEE LKSS during the last 3 calendar years at the time of application	X		
		Has been a clinically active dentist for at least 3 years in the NHS at the time of the commencement of the DFT year and demonstrates detailed understanding of GDS regulations and contract	X		
		Has a NHS 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
	DESIRABLE	Previous teaching experience in or outside dentistry	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	X		

		by regional NHS team or GDC			
		Demonstrable commitment to PG education and training by having a minimum of 20 hours relevant CPD in the past 12 months and has an up to date PDP	X		
	DESIRABLE	Postgraduate Qualifications or evidence of extensive Postgraduate Training in Education	X	X	
KNOWLEDGE, SKILLS, ATTITUDES & PROFESSIONALISM	ESSENTIAL	Places a high value on clinical standards, ethical values and patient centred care		X	X
		Can explain professionalism in the widest context		X	X
		Displays strong clinical and ethical standards		X	X
		Demonstrates resilience		X	X
		Awareness and application of clinical guidelines, evidence based dentistry, risk management and consent		X	X
		Provides a comprehensive range of treatment under the NHS (as outlined within the DFT curriculum) and can demonstrate an understanding of how NHS system works	X	X	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	X
		Realisation (and willingness) of the need to make time available for the trainee and offer hands-on, and		X	

		other, supervision and help where needed. Demonstrates empathy to the trainee and has the time-management and organisation skills required to allow this			
		Has a robust understanding of governance			X
		Ability to forge working relationships with others and can demonstrate genuine desire to coach and mentor		X	X
		Will understand the curriculum of Dental Foundation Training and processes of measuring trainee performance		X	
	DESIRABLE	Display the appropriate motivation and desire to be an educator, assessor, coach, employer (where appropriate) and a mentor to a dental foundation trainee for a 12 month training programme		X	
		In possession of Postgraduate Certificate or Diploma in education	X	X	
		Understands the importance of and can give examples of own reflective writing to aid learning and practice. Can encourage colleagues to embrace and make the best of reflective learning and writing within their portfolios		X	
		Able and willing to be adaptive and embrace change as legislative requirements, technologies, materials and methods change		X	
		A dentist who can demonstrate the		X	

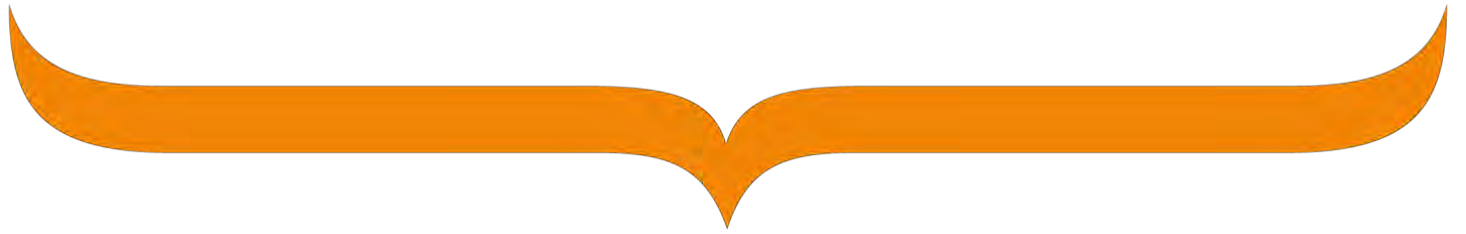
		ability to give and receive feedback			
		Can produce evidence of involvement in appraisal		X	
PRACTICE/NHS	ESSENTIAL	Does not have a personal NHS commitment of more than 7000 UDAs (or equivalent pro rata). Trainers workload allows for FD accessibility	X		X
		Educational Supervisor provides a comprehensive range of treatment under the NHS to both adults and children	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 achieve a minimum of 1500 UDAs during their training year with appropriate case mix across Tier 1 competency			X
		A dedicated fully equipped surgery for the DF Trainee. Trainee surgery meets current specification to meet LKSS equipment checklist (see attached list)	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.	X		X

		i.e. 5 days per week covering 35 hours			
		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 radiograph 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
		Practice is compliant with latest HTM 01-05 Essential Requirements and Resuscitation Council guidelines	X		X
		CQC compliant in all areas	X		X
		Satisfactory HEE LKSS practice inspection			X
		Has an NHS Email address	X		
		At the time of application for practice equity holders (e.g. sole owners/partners) named as a performer on the current NHS contract at the proposed training practice OR	X		
		At the time of application, for non-equity holders in the practice e.g.	X		

		associate/dentists employed or contracted to provide services, to have a minimum of 12 months clinical experience as a NHS performer in the proposed training practice and named on the practice NHS contract for that period			
		Can demonstrate that robust governance systems and processes are in place with policies on management of complaints and significant events.			X
	DESIRABLE	Best practice achieved for HTM01-05			X
		FD/trainee surgery on same floor as ES surgery			X
		Adopts a skill mix approach to the delivery of clinical care			X
		Demonstrable personal commitment of at least 1000 UDAs or for joint applications, the total UDAs between the parties is 1000 with each party achieving not less than 400 UDAs at the training practice.	X		X
CLINICAL SUPERVISION AND PARTICIPATION	ESSENTIAL	To work clinically in the same premises as the FD for not less than four days a week, not including the programmed study day, in a surgery to which he/she has close proximity and access for the FD. You will take no holiday or other leave in the first four weeks of the FD's employment with the Practice to ensure appropriate supervision and	X		X

		patient safety. Present in practice with FD each session that FD works in the practice			
		To participate in the study course and HEE led events	X	X	
	DESIRABLE	Has experience of mentoring and clinical supervision	X	X	
		Educational Supervisor is present throughout the entire working week			X

LKSS Dental Training Practice Equipment Checklist



2022/23



LKSS Dental Training Practice Equipment Checklist

In addition to the expected equipment any dentist in primary care would have (detailed in the HEE LKSS practice compliance checklist), the following checklist has been issued to demonstrate equipment that HEE London, 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 Workplace 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.
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.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
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 sizes? And any equipment required to use it?	Yes		IN PRACTICE	Best practice	Choose an item.
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.

Item	Essential	Desirable	Location	Rationale	Confirm Availability
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 Access to one in the practice		IN PRACTICE	Best practice	Choose an item.
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 Peri- apical and Endo-ray Holder?	Yes, For use in TRAINEE surgery 2 of each with more available across the practice	High quality plates available in a range of sizes	TRAINEE SURGERY	Reduces patient radiation dose	

Item	Essential	Desirable	Location	Rationale	Confirm Availability
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, Accessory GP points and matching paper points?	Yes		TRAINEE SURGERY	Best practice	Choose an item.
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.
Item	Essential	Desirable	Location	Rationale	Confirm Availability

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.
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; <ul style="list-style-type: none"> • 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.
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					
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 published November 2013. Last updated May 2020. in the practice plus thermometer CQC requirements https://www.cqc.org.uk/guidance-providers/dentists/dental-mythbuster-4-drugs-equipment-required-medical-emergency	Yes		IN PRACTICE	Best Practice in line with CQC	Choose an item.
DRUG			DOSE		Confirm Availability
Adrenaline 1 ml ampoules i Or pre-filled syringes 1:1000 sol (150,300,500)			0.5mg from 1mg/1ml (dose adjusted for children)		Choose an item.
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.