

Scottish Dental Vocational Training and Equivalence Certification Committee (SDVTECC)

Applying for a Dental Vocational Training Number via 'Equivalence'

Information for dentists who wish to make an application for a Vocational Training number on the grounds that experience, and training has been acquired which should be regarded as equivalent to Vocational Training – copy of the Aims and Objectives of Vocational Training are provided separately.

Introduction

A dentist who wishes to join an NHS Board dental list needs to have a vocational training (VT) number. If a dentist is unable to apply for a VT number on the grounds that they have either completed a course of vocational training, or are exempt from the requirement to do so, they may apply for a VT number on the grounds of equivalence. When a dentist considers that they have acquired experience and training which should be regarded as equivalent to vocational training, they can apply to the Scottish Dental Vocational Training Equivalence and Certification Committee (SDVTECC) for a VT number.

Equivalence applications are considered by a committee of three members of the SDVTECC. The application is judged on the information submitted by the dentist, and the responsibility is on the dentist to show that they have acquired the necessary experience and training. The committee will seek equivalence to each element of the aim and objectives of vocational training.

The aim and objectives of vocational training

Overall aim

1. To enhance clinical and administrative competence and promote high standards through relevant postgraduate training to meet the needs of unsupervised general dental practice, and in particular –
 - (a) to enable trainees to practise and improve their skills;
 - (b) to introduce trainees to all aspects of general dental practice;
 - (c) to identify a trainee's personal strengths and weaknesses and balance them through a planned programme of training;
 - (d) to promote oral health of, and quality dental care for patients;
 - (e) to develop further and implement peer and self-review, and promote awareness of the need for professional education, training and audit as a continuing process.

Objectives

2. To enable the Trainee –

- (a) to make competent and confident professional decisions, including decisions for referrals to other services;
- (b) to demonstrate that they are working within the guidelines regarding the ethics and confidentiality of general dental practice;
- (c) to implement regulations and guidelines for the delivery of safe practice;
- (d) to know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice;
- (e) to demonstrate that they have acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team;
- (f) to demonstrate the necessary knowledge and skills to organise and manage a practice.

Application form and documentation

When a dentist wishes to join a Health Board to work as a Principal or as an Associate, they should contact the Health Board for the application forms. **The dentist should complete the eGP21C online application form and at the same time submit a GP21 to the NHS Board.** The dentist must provide, by email, documentation to demonstrate that they have experience and training which should be regarded as equivalent to vocational training. They should include the following information/documentation.

Name and address of practice

In part 2 of the form the dentist must provide the name of the Health Board and the name and address of the practice in which they will be employed.

Curriculum Vitae

This should include dates of **all** employment since qualification (in chronological order) as well as indicating whether posts were full or part time. If part-time, the number of sessions and hours worked should be clearly stated.

Postgraduate Education

The applicant must provide original copies of all CPD certificates **AND** a chronological list of **ALL** postgraduate courses attended over the last 5 years (template provided). Details should include the date of attendance, the content and duration of the course, the location of the course, CPD points awarded and whether there was any 'hands on' practice.

Primary Dental Care

Periods of primary dental care should be highlighted. Details of the range and scope of general dental practice undertaken should include clinical elements, managerial elements, continuing care, and which of these encompassed a wide range of age groups. For example, SDVTECC will need to know if the applicant has carried out the full range of general dental practice, or if they have specialised in one area such as oral surgery or orthodontics.

SDVTECC will also need to know if the applicant has been involved in the management and training of staff.

Please also bear in mind that with the change to the regulations (2004), only training and experience gained in the five years immediately prior to the application will be deemed valid (see *Scottish Statutory Instrument 2004 No. 292 The National Health Service (Vocational Training for General Dental Practitioners) (Scotland) Regulations 2004*, Section on Applications for vocational training numbers 2.(1)(ii)).

Personal Development Plan (PDP)

A PDP must be included. This should provide reflection on personal learning, clinical performance, and areas of development to help plan for personal, educational and career progression.

References (3)*

Please submit **3** references from dentally qualified professional colleagues (i.e. not from Dental Care Professionals) who know the applicant professionally and who are able to testify as to their clinical ability and fitness to practise. **Only** references pertaining to clinical experience undertaken in the last five years will be considered. At least one reference should be from a current or recent employer and submitted on the SDVTECC structured reference form available on the NES website.

Quality Improvement Activity

Please submit certification of approved quality improvement projects. All QI projects (audit or significant event analysis) must be a minimum of 5 hours and be NES-approved (see NES website). A copy of the completion certificates from NES must be provided. Quality Improvement activity in dental practice is an NHS terms and conditions of service requirement. It should be noted that it is compulsory under the VT programme in Scotland for trainees to complete at least one quality improvement project.

Dental Reference Officer Reports (DRO)

If available, please submit any DRO reports received over the past 12 months. Copies of reports should not include any reference to patients' personal details.

Further qualifications	Please submit scanned copies of qualifications or details of when and where they were gained.
NHS Regulations and Guidelines	A period of time as an assistant should provide the necessary experience of NHS Regulations and guidelines.
Absence from GDP	Any periods of absence from general dental practice should be included in the application. Please provide any details of any return-to-work activities if available.

The Committee Meeting

When the application is received SDVTECC will acknowledge receipt of the application and advise if further documentation should be submitted, the date on which the committee will meet to consider the application, and the date by which the additional documentation is required. The regulations require the committee to meet within 12 weeks of the completed application being received.

The committee is always chaired by a general dental practitioner and has two other members; at least one of whom is also a general dental practitioner.

The Committee's Decision

The decision is sent by email to the applicant within 10 days of the committee meeting. A copy of the letter is sent to the appropriate Health Board. If the dentist has been granted a VT number, it will be valid from the date of the letter.

Unsuccessful applications

If the dentist is refused a number, they will receive a letter by email detailing the reasons for refusal and advising if re-application is recommended. Please note that we are unable to advise them of the committee's decision by telephone.

Any enquiries should be submitted to dentalvtnumbers@nes.scot.nhs.uk

**SDVTECC Secretariat
January 2023**