

# Becoming a Vocational Trainer



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## 1. Introduction

The purpose of Vocational Training (VT) is to allow a new graduate to learn under the supervision of an experienced general practitioner for 12 months in the General Dental or Public Dental Services. This learning will be complemented by an educational course, which is arranged on a day or block release basis and will support the transition to unsupervised competent practice in the National Health Service (NHS).

This booklet aims to give you all the information you will need to meet the requirements to become a trainer for Dental Vocational Training (DVT). It is not unusual for new prospective trainers to have to carry out a significant amount of work in order to meet the requirements for VT but hopefully the focus on this aspect does not detract from the enjoyment of training a new graduate within the practice and the sense of fulfilment that this brings to trainers.

The aim of this booklet is to provide information in chronological order; that is, the order of the content mirrors the sequential order of the processes necessary for a practitioner to become a trainer.

The information is therefore set out to cover the following areas in order

- Mentoring and eligibility, including some explanation of the criteria for becoming a trainer
- The application and appointment processes
- Trainee selection
- Allowances relating to VT

(All new trainers are required to participate in 'START' which provides an introduction to being a VT trainer in Scotland.)

The ethos of VT is one of helping a new dental graduate in the early stages of their career. Experienced dentists often do not realise how much they have to offer a new graduate in respect of learning and experience, and invariably being a Trainer gives a rewarding sense of fulfilment when they observe the fruits of their efforts at the end of the training period.

Additionally, trainers are integral to the VT assessment process which in turn results in the awarding of Satisfactory Completion of VT, a significant milestone in the career development for almost all dental graduates. Training for trainers in the skills of assessment are provided as part of START which all prospective Scottish trainers must undertake.

Once you have read over this document, if you have any questions, please contact the VT Hub at [vthub@nes.scot.nhs.uk](mailto:vthub@nes.scot.nhs.uk) or

HR Trainee Services at: <https://nesdigital.atlassian.net/servicedesk/customer/portal/30>

Thank you for your interest in Vocational Training (VT) in Scotland.

## 2. Preparing dentists for delivering training services, through mentoring

A mentoring visit will be carried out as part of START for those new to delivering training. The purpose of this visit is to provide support for applicants by covering the main elements of training delivery, answering questions from applicants, and explaining the criteria that are required to be met.

Mentors will be able to offer advice on workload, appointments, staff involvement etc as they relate to vocational training. Prospective trainers can get guidance on the expected standards of materials and equipment required for VT in **APPENDIX 1: Guidance on Practice Equipment and Materials for DVT trainers.**

This mentoring process involves a considerable use of Adviser time and although practice facilities are not the only area of focus, it is expected that applicants will be familiar with health board inspection paperwork at the time of the mentoring visit. Mentoring of a practice new to training will normally take up to three hours. This session is funded for new trainers, and it is expected that the prospective trainer will be available, without interruption, throughout this session. This supportive visit is primarily aimed at practices that are new or returning to Vocational Training. Requests for mentoring visits from existing training practices can also be granted. Please note that undertaking the mentoring process will not guarantee the granting of satisfactory status at CPI as all practice/clinic inspection requirements will need to be met.

Any shortcomings involving items of equipment can be noted at this time in case the practitioner wishes to access Determination X funding from their NHS Board. Determination X funding is explained later in this document.

Other areas are discussed at mentoring and it is worth noting the following points so applicants can assess their suitability for the delivery of training services:

- ✓ The practice should ensure that adequate support to the VDP will be provided by the Trainer for no less than the time stated in the training agreement, e.g. 3 days (21 hours) per week for a trainer who is supporting a full-time trainee. Treatment should only be provided at the premises visited and approved for VT. If more than one site is used for training, all locations need to be visited and approved separately.
- ✓ There should be good support from reception/secretarial staff, and the VDP should have exclusive assistance from a GDC registered and, preferably, qualified Dental Nurse. VDPs must be chaperoned at all times with special arrangements for domiciliary and out-of-hours on-call surgery re-openings, if these are undertaken.
- ✓ It is strongly advised that, although not mandatory, where possible dental units and VDP surgeries can be adapted for use by left-handed trainees. Ensuring that such flexibility is in place will protect the trainer against enforced limitation of choice of VDP at the time of trainee recruitment. Det X funding used for the purchase of dental chairs and units will only be offered for equipment which can be adapted for right or left-handed use.
- ✓ VT practices must have broadband internet access within the practice, suitable for trainees to use at any time without disruption.
- ✓ There will be no upper or lower limit placed on the gross earnings of a VDP. The workload of the practice/clinic is of importance and account will be taken of the balance between ensuring that the Trainer has adequate time to meet the training commitment and, on the other hand, that the practice/clinic can provide sufficient clinical experience for a VDP. It is recognised that the range, quantity and pattern of work will vary between individual practices/clinics.
- ✓ It is expected that within a reasonable period of time after joining the training practice/clinic, VDPs will have access to new patients and that they would not normally be restricted in their

prescribing by the trainer. VDPs should be encouraged to provide the full range of treatment of which they are capable under NHS regulations, with a minimum of 90% of the VDP's time spent on NHS work.

It is emphasised that if, at the end of the training period, the trainer and VDP wish to continue their association, the trainer's participation in future VT schemes will not be jeopardised.

### 3. Trainer Criteria

In order to be selected as a vocational trainer, you must demonstrate that you have the skills, expertise and experience to provide vocational training, with certain elements having to be demonstrated before the trainee starts work in your practice. Full details of the criteria to be met are detailed in the Trainer Criteria document. Please note that some of these may require to be met prior to 31 December 2023. The following passages explain individual requirements more fully.

#### 3.1 Satisfactory CPD record

As part of the application process, applicants will be required to self-certify that they have met the minimum levels of verifiable CPD compliance in the 5 calendar years preceding training, or since the completion of their own VT or LDFT training. Although VT and Dental Foundation Training (DFT) training programmes all contain verifiable CPD, any hours gained during the applicant's own VT or LDFT training cannot be included in the total number of hours required to become a VT Trainer.

N.B. A personal development plan is now compulsory in line with GDC standards.

#### **Guidance on CPD requirements (see also APPENDIX 2: CPD Guidance for Vocational Trainers).**

For the purpose of verification, we will require copies of certain relevant CPD course attendance / completion certificates to be forwarded if the core topic courses have not been run by NES. Similarly, there may be a requirement to provide certification as proof of the mandatory 100 hours of verifiable CPD. Applicants will be advised what certificates are required.

For information, details of your attendance at courses provided by NES can be found in your CPD record within Portal and/or Turas Learn.



### **3.2 Equality & Diversity and Recruitment & Selection training:**

Another requirement is evidence of completion of Equality & Diversity and Recruitment & Selection training. Applicants will be advised by NES of the required online training and must produce evidence of completion of this by the commencement date of the visitation period and must repeat this training at least every five years.

NES will provide usernames and passwords in order to access this course. Completion of these modules will be accepted as verifiable education for the trainer's own CPD requirement.

In relation to employment legislation, New Trainers will undertake this within the START course. Current and Returning Trainers must confirm completion of this training in the self- certification section of the application and must read any update documents which may be issued from time to time. Any Returning trainers who have not previously attended this training must attend a session on employment legislation, which is run as part of START.

### **3.3 Future CPD Developments for VT Practice staff: -**

Requirements for delivering training services are constantly changing to keep in line with VT developments and recommendations on best practice. In order that trainers may plan ahead, it is suggested that, although not currently, the following may be requirements in the future:

- ✓ CPD on Oral Cancer is required as part of the CPD history for a trainer.
- ✓ Periodic training in Child Protection is required as part of the CPD history for both the trainer and all members of the practice team.
- ✓ A member of the practice has undertaken the Decontamination e- learning programme.

### **3.4 Satisfactory Practice Inspection**

In order to progress an application, the dental practice of a prospective trainer must have obtained a valid pass of the Combined Practice Inspection (CPI). This pass will be issued by health boards and should be current (issued within the last 3 years). NES will seek confirmation of inspection status from the relevant health board. The same inspection criteria and documentation are used

throughout Scotland. CPI documentation is available at:

<http://www.scottishdental.org/professionals/126-2/>

Useful guidance and support for dentists undertaking the CPI can be obtained from SDCEP's Practice Support Manual. This can be accessed at <https://www.sdcep.org.uk/published-guidance>

Examples of the additional requirements of the CPI when compared to past Health Board inspections are illustrated (**APPENDIX 3: Combined Practice Inspections – New Requirements**).

Applicants should note that the CPI normally takes about four hours due to significant expansion in the requirements when compared to previous health board or VT inspections.

The purpose of the practice inspection is to ensure that all Vocational Training practices/clinics attain a minimum standard that is compatible with delivering training in General Dental Practice. The practice/clinic must be compliant with current Health & Safety at Work legislation and other statutory regulations. This standard applies throughout Scotland to all applicants.

### **3.5 Satisfactory DRO references / Professional Conduct actions / NHS gross earnings: -**

#### **Satisfactory DRO references:**

The criteria required for appointment as a VT trainer are:-

- ✓ none of the following within the 3 complete calendar years preceding the relevant training period: -
  - a) more than two Grade '3' post treatment DRO reports,
  - b) more than two Grade 'C' pre-treatment DRO reports,
  - c) more than a combined total of 2 grades at Grade '3' or Grade 'C',
  - d) any grade 'D' or '4' DRO reports

If you have been awarded a DRO grade or grades which precludes you from meeting the required standard and the grade(s) responsible for this were fully or in part acquired directly for your own treatment, you will not be eligible to become a trainer. If such a grade or grades were fully attributable to work carried out by an assistant, including a Vocational Dental Practitioner, under a

second personal list number, consideration will be given to this fact in the selection process.

Please note that NES cannot change a DRO grade or be part of any appeal process as this is not within NES's remit. Disputes over awarded DRO grades should be raised directly with PSD.

**Actions resulting from Professional Conduct issues:**

Any actions initiated by the GDC and/or Health Board with regard to professional conduct will be taken into account when suitability to become, or remain as, a trainer is being assessed. This may impact on the outcome of the review panel decision. Submission of an application also acts as agreement by the practitioner to allow NES to request information from PSD, Health Boards and/or the GDC.

**NHS gross earnings:**

GDS applicants must work in a practice with overall annual NHS gross earnings of a minimum of £27,800 in the financial year up to April 2023.

## 4. Applying to be a Trainer

After checking the eligibility criteria, an application should be submitted through the NES Portal, which can be accessed directly at [www.portal.scot.nhs.uk](http://www.portal.scot.nhs.uk). This is a nationally managed system which initially requires applicants to create an account. Having an account is necessary in order to access and submit the application form.

Details of the application process and a direct link to the portal can also be obtained via the NES website at [www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk). Alternatively, queries regarding the process can be submitted to: <https://nesdigital.atlassian.net/servicedesk/customer/portal/30>

## 5. Appointment of a Trainer

Once applications to become a trainer (DVT) are submitted via the NES portal, the VT Hub will check applications to ensure the necessary criteria are met. Applications are then reviewed initially by an Assistant Dean, who will provide an assessment of the suitability of the application, and which applications require to be put before the national trainer review panel.

The national trainer review panel reviews applications taking into account DRO grades, PSD and health board reports, GDC outcomes and mentoring reports/adviser statements. A decision will be made as to whether the applicant is suitable for delivering training services and the decision will be final. In recent years, there have been more suitable trainers than trainee vacancies, and NES has applied a scoring system, available on the NES website. The national panel will be composed of the National Lead for VT or a deputising Director, a dentist external to NES who has considerable experience of VT and a lay representative. The Associate Postgraduate Dental Dean for VT will provide feedback to unsuccessful applicants as required and being considered as not suitable for delivering training services, will not prohibit future application.

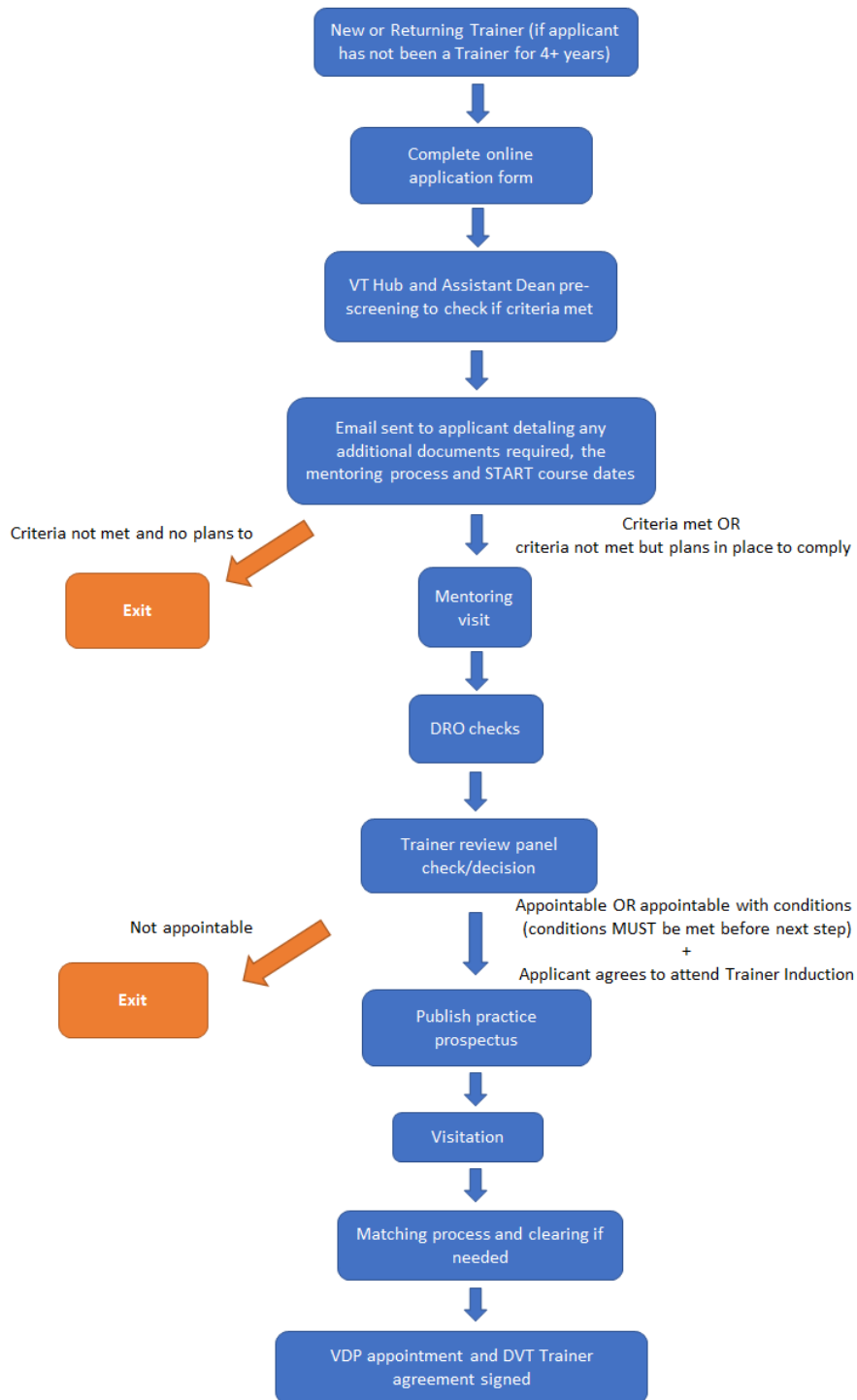
If an applicant has any concerns regarding the trainer application process, they should contact the HR Trainee Services team via <https://nesdigital.atlassian.net/servicedesk/customer/portal/30>.

Upon commencing training delivery, a dentist will be expected to demonstrate a commitment to Continuing Professional Development and would be liable for involvement in 14 sessions of appropriately organised educational sessions during the year; reduced pro-rata for part-time or shared trainers. Trainers would be subject to the trainer obligations issued to trainers who subsequently match with a trainee. These obligations should be read and fully understood before committing the contract for the delivery of training services is signed.

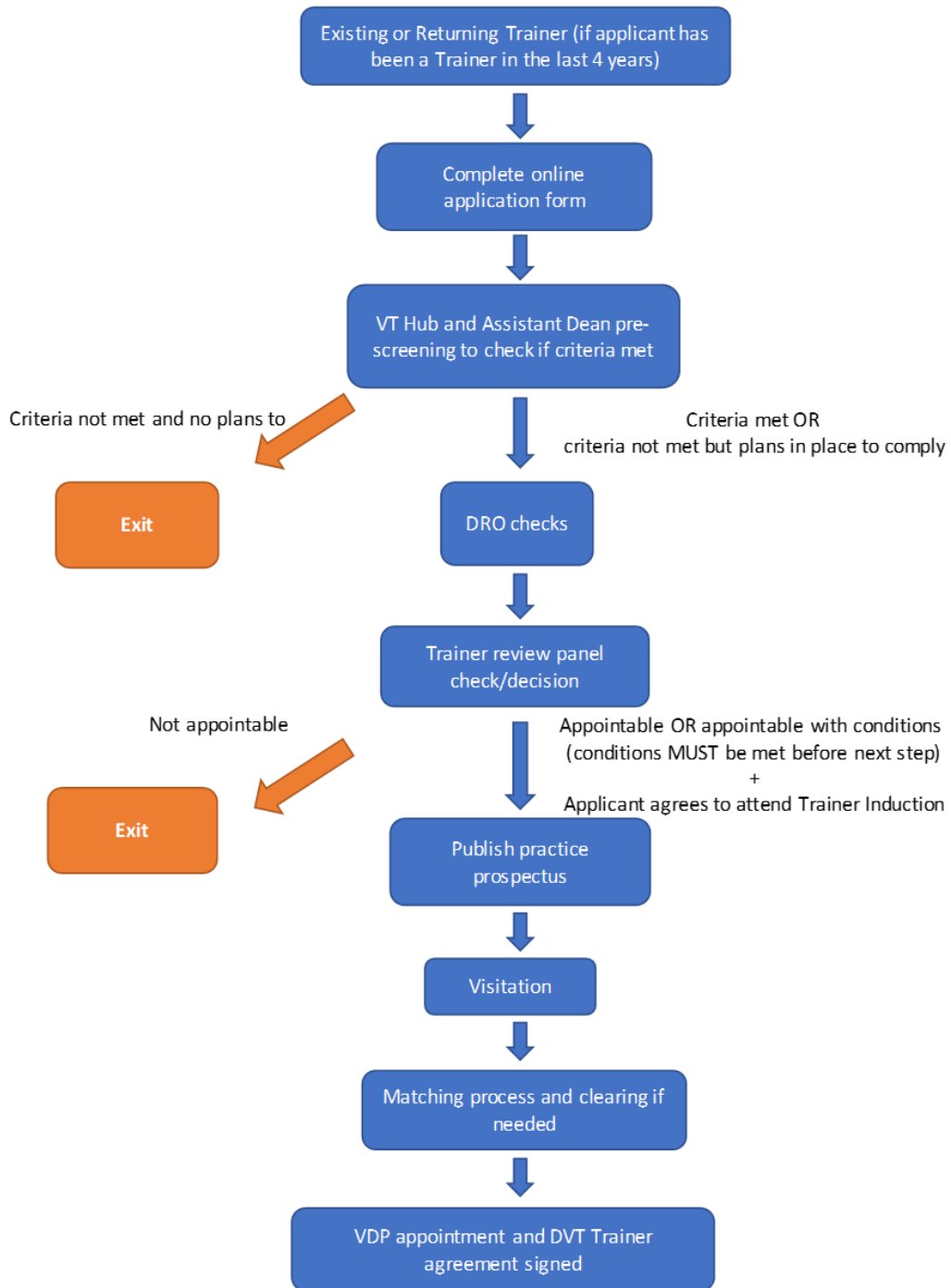


## 6. Trainer Selection Flowcharts

### New Trainer Flowchart -



### Existing / Returning Trainer Flowchart



**Note that being approved as a trainer does not necessarily guarantee that a trainee will be matched to you and your practice as this is dependent upon the requirement for trainers and the funding available to NES.**

## 7. Visitation and Matching

Once a trainer has been deemed suitable for providing training services, they will be notified to this effect and invited to complete a practice prospectus on [Dental Training Information System \(DTIS\)](#). This is the dentist's opportunity to "market" their practice to trainee applicants. DTIS is the medium used for this as it ensures that all registrants for Vocational Training have access to the information provided by the trainer.

A visitation period is set by NES and during this time, potential VDPs are invited to contact trainers with view to arranging attendance at open days, interviews etc. Please note that there is a separate guidance document for using DTIS which can be found on the DTIS website. There is also a visitation guidance document which will be made available on the NES website prior to visitation opening.

There are 2 ways to match with a trainee applicant during visitation.

- 1) Adding a trainee applicant to your preference list.

At the end of the visitation period, both trainers and the trainees are asked to submit their preferences, and training pairs are matched according to these preferences. Trainer applicants submit their preferences on DTIS and trainee applicants submit their preferences on Oriel.

- 2) Direct appointment

Direct appointments can be made throughout the visitation window by those trainers who have been pre-approved during the review window. Guidance related to direct appointments is available on portal when submitting your application.

Directly following the end of the visitation window & the preference list deadline, offers are released to trainee applicants via Oriel with a 48-hour response deadline. Where there are posts remaining, a clearing process will begin. During clearing, all posts will be filled via direct appointment, which are confirmed by trainer applicants on DTIS. Dental Recruitment will confirm trainee acceptance of the match via email prior to confirming the match.



## 8. Obligations of a Trainer

Contracts for the provision of training services are issued immediately prior to commencement of the training provision.

Applicants will be provided with further information on elements of the above process by NES HR Trainee Services and VT Hub throughout the process, as needed. Other sources of information that may be useful can be found on the NES website.

VDPs will be employed by NHS Education for Scotland as assistants based in the training practice/clinic from 1st August for the duration of training. VDPs will be required: -

- ✓ to enter into and abide by the terms of a legal contract for full-time employment with NHS Education for Scotland, or for an agreed part-time equivalent.
- ✓ to attend the day or block release course or other courses as set out in the published programme, and to undertake surveys from time to time, as required by NES. Absence from the course for any reasons will be authorised only in exceptional circumstances. VDPs must apply for leave from day or block release course to the Associate Postgraduate Dental Dean or VT Adviser in writing and in advance. All missed days must be made up with suitable education, which is agreed with the Adviser. The programme will be equivalent to at least 25 working days educational activity over the training year, and include a mixture of seminar presentations, workshops and hands on courses. The programme is arranged by the VT Adviser in consultation with trainers and VDPs.
- ✓ to take holidays out with the educational programme. Unexplained absence from the course would imply withdrawal from the training scheme by both VDP and trainer.
- ✓ to complete such educational studies as may be required.
- ✓ to inform the VT Adviser of any alteration in the circumstances of the practice/clinic, the trainer or self, which might alter the contract of employment as a VDP.

## 8.1 Legal Obligations

VDPs will be employed by NES as assistants based in the trainer's practice/clinic and the trainer will be responsible for their work. All assistants, including VDPs, work under their trainer's list number, so the trainer is responsible for all acts or omissions of their assistant. The trainer will have to respond to any complaints made about the work of the VDP and take responsibility for any penalty imposed or claim made by a patient in relation to that work. Poor DRO grades will be placed on the trainer's record.

## 8.2 Financial Arrangements

A training grant will be paid for the provision of training services.

The VDP will receive a salary administered through NHS Education for Scotland. All fees earned by the VDP will accrue to the training practice/clinic (GDS) or Health Board (PDS).

The financial arrangements, set by Scottish Government Health Department, are: -

- ✓ (As of 1<sup>st</sup> August 2023), training grant of £ 17,069 or £18,283 (determined by training experience level) for GDS trainers. (\*\*Note no trainer grant is available for Senior Salaried GDPs)
- ✓ (As of 1<sup>st</sup> July 2023), VDP's salary of £35,246
- ✓ 100% of the VDP's gross earnings will accrue to the training practice/ clinic or Health Board in the case of an PDS post.

### **Determination X Practice Improvement Grants for those in GDS**

Prospective trainers are advised to read the appropriate sections of the Statement of Dental Remuneration (SDR). Determination X of the Statement of Dental Remuneration allows for grants to be made to:

Dentists wishing to establish new vocational training surgeries (Part II of Determination X); and existing vocational training practices (Part III of Determination X); where improvements are required in order to meet or continue to meet vocational training standards.

Determination X funding is not available to trainers in the PDS.

- ✓ new to Vocational Training Practices (maximum claimable allowance of £10k): -

As stated in the Determination, grants under Part II require NES to provisionally assess the suitability of those wishing to become Vocational Trainers. Therefore, in order for NES to be able to provide support for the application for Determination X funding, trainers should already have met the other requirements for relating to practice inspection, CPD, DRO references and Equal Opportunities training. The purchase of equipment for practice improvements can be supported with the Determination X funding.

- ✓ Established Vocational Training Practices (maximum claimable allowance of £6k): -

In the case of existing training practices, wear and tear, breakdown etc may necessitate upgrading/replacing equipment in order to maintain a minimum standard for a training practice. Periodically (once every 5 years) existing trainers will be eligible to access Determination X funding to support purchases which have been approved by a NES representative. Priority will be given to the purchasing of certain items of equipment. Allowances can only be approved for replacing/ upgrading of equipment in the trainee's surgery.

- ✓ NB – for those practices who recruit a left-handed trainee but do not currently have a suitable chair, additional funding is available through NES for modifications to be made to the chair at the beginning of training and reversed at the end. For information, contact the Determination X team at [nes.determinationx@nhs.scot](mailto:nes.determinationx@nhs.scot) .

For guidance on criteria for Accessing Determination X Funding and the Process Flowchart  
**(APPENDIX 4: Determination X Grants)**

## Appendices

### Guidance on Practice Equipment and Materials for DVT trainers

The following lists are supplied as a suggestion as to the equipment and materials that a VDP would expect to have access to during the VT year. As all practices are different this list is not meant to be prescriptive but provided to give you some idea of what would be reasonable for a VDP to request.

It is recognised that the equipment in some PDS clinics may reflect the profile of the clinic's typical patient and subsequently the type of treatment primarily offered at the clinic. There should always however be sufficient equipment to allow the VDP clinical freedom.

#### Handpieces

There must be sufficient handpieces to permit autoclaving between patients. Minimum requirement per surgery, as recommended by CPI:

- 3 High Speed
- 3 Contra Angled
- 2 Straight

It is anticipated that many practices will have significantly more handpieces than the minimum requirement to ensure availability if washer-disinfector cycles are lengthy.

#### 3 in 1 Syringe

These must have disposable tips.

#### Prosthetics Kit

Wax Knife and wax sheets

Willis bite gauge, dividers, or other means of measuring the vertical component

Bite plane (Fox's or equivalent)

Shade guides

Periphery wax / Compo / Lab putty for modifying stock trays

Range of disposable stock trays and tray handles

Alginate with powder and water measures, spatula & mixing bowls

Tray adhesive

Lab putty for replica technique

Patients hand mirror/chair mounted mirror

Tissue conditioners

Bunsen burner or equivalent or hot air burner

Self cure acrylic

Impression material for relining dentures

Pressure indicating paste for denture easing or alternative

#### MOS Kit

Scalpel with No. 11 & 15 blades

Cheek retractors

Periosteal elevators

Needle holder and sutures

Surgical scissors



Sterile saline  
Narrow bore aspirator tips  
Haemostatic agent  
Means of irrigating sockets  
Medicament for treating dry sockets

**Endodontic Kit**

Rotary endodontic motor and handpiece and adequate stock of files to allow for single use  
Rubber dam sheets and frame  
Rubber dam punch and a range of clamps  
Rubber wedges  
Gates Glidden burs  
An adequate number of sets of endodontic files 25mm 8 – 90 in stock to ensure constant supply for single use  
Lateral condensers  
Measuring gauge/ruler  
Rubber measuring stops  
Selection of paper points  
Selection of GP points including accessory points  
Endodontic luerlock irrigation syringes and needles  
Irrigating solution  
Non-setting CaOH intra-canal medicament  
Odontopaste or equivalent  
Endodontic Paste Sealer

**Crown & Bridge Kit**

Gingival retraction cord or equivalent  
Haemostatic agent  
Putty/wash or mono phase impression material  
Material for temporary crown and bridge construction / preformed temporary crowns  
Porcelain shade guide  
Suitable trays & adhesive  
Light body syringe  
Material for placement of temporary crowns (tempbond, etc)  
Posts  
Post preparation burs  
Preformed post system  
Burn-out post system  
Temporary posts  
Stainless steel crown kit

**Perio Kit**

Minimum of 3 ultrasonic or air-scaler tips (see comment above re handpieces) 'Ultrasonic handpieces/barrels must be used in line with manufacturers recommendations, and the practice should have sufficient numbers to allow this.  
BPE probes



Selection of hand scalers  
Prophy cups & brushes – single use.  
Prophy paste  
Interproximal finishing strips  
DHE teaching aids  
Dental floss/tape and interdental brushes  
Ortho Kit  
Adams universal pliers  
Spring formers  
Wire cutters  
Ortho wax  
Oral Surgery Instruments  
Upper and lower universal forceps  
Upper and lower root forceps  
Lower deciduous molar forceps  
Upper and lower molar forceps  
Cow-horns and/or eagle beak forceps  
Selection of other forceps for unusual or difficult cases  
Selection of elevators / luxators  
Surgical kit, which may be communal to the practice, including a range of sutures.

### **Radiographs**

Digital system for the taking of radiographs (preferred)  
Small & large periapical fast films (minimum of F-speed) or small/large phosphor plates or sensors  
Rectangular collimation  
Rinn or similar aiming devices for paralleling technique  
Good storage of both intra and extra oral films  
Immediate access to X-Ray machine and developing/scanning facilities  
Materials  
Amalgam  
Glass Ionomer / Compomer filling material  
Light cured composite. Range of shades  
Universal or separate enamel and dentine bonding agent  
Acid etch gel or equivalent (e.g. combined acid etch/bonding agent)  
Luting cements  
Glass ionomer  
Dual cure material suitable for resin retained bridges/inlays etc  
Silane coupling agent  
Resin Modified Glass ionomer or compomer lining material  
Clear matrix strips  
Siqueland / Tofflemire matrix clamps - large & small, or disposable equivalent  
Stainless steel matrix bands - large & small, or disposable equivalent  
Wedges  
Cervical matrices  
Articulating paper / occlusal indicating paste



Ethyl chloride spray (or electric pulp tester)

Fissure sealant

Aspirating syringes & LA cartridges (with and without Adrenaline)

Tray System

Sufficient trays to allow decontamination between patients. May include:

Mirror, probe, tweezers

Excavators

Plastics

Condenser

Burnisher

Carvers

And such other instruments as are required for given procedures.

In addition, sets of mirrors and probes for examinations should be available, but not from bulk storage.

Burs

An appropriate selection of burs to be available suitable for all clinical procedures, to include latch, fiction grip burs and acrylic trimmers.

There must be sufficient sets of burs. An adequate supply of new, single-use stainless steel burs for each patient is the preferred option. Stainless steel burs must be treated



## 1. CPD Guidance for Vocational Trainers

Trainers are required to undertake training in the following subjects:

### Core Subjects

The following subjects are mandatory:

**1. Medical Emergencies.** Trainers must undertake verifiable annual training, of at least 2 hours duration and ideally involving the whole dental team in the dental practice setting, including CPR. This must have been done in the calendar year prior to when the training period starts.

**2. Infection Control and Decontamination.** As well as lecture-based education which may have been attended, NES requires that NES in-practice infection control training has been undertaken at least once within the three years up to the end of the calendar year prior to when the training period starts. This is normally of 3 hours duration (1 session). If NES in-practice training is impossible to arrange, an alternative course may be acceptable, at the discretion of NES.

*Note - PDS clinics should contact Calum Cassie from NES (Calum.Cassie@nhs.scot) who will then contact the Health Board Infection Control Nurse to request the aims and learning outcomes to determine whether any local training was equivalent to training delivered by NES.*

**3. Radiography and Radiation Protection.** Trainers are required to have completed an appropriate Course or courses, totaling a minimum of 5 hours, complying fully with the IRR/IRMER regulations within the five years up to the end of the calendar year prior to when the training period starts. Note that compliance with IRMER regulations requires more than a simple attendance at a radiography course.

Additionally, NES requires that Trainers undertake training in the following subjects, at appropriate intervals, to be determined from time to time by NES, to take into account legislative changes and current best practice:

4. Equality and Diversity . Prospective trainers participating in START, will be issued with a login for this course and advised of the modules to be completed by the time of the commencement of visitation and trainee interviews. Current and returning trainers who have previously completed the required modules must complete any updated modules by the time of commencement of the visitation period and repeat this training at least every five years.

5. Recruitment & Selection – New Trainers will complete this topic as part of the START course. Current and Returning Trainers must confirm they undertook this training in the last 5 years on their application form and must-read update documents issued from time to time. Returning trainers who completed this training over five years ago must attend the session on Recruitment & Selection which is run as part of the START course and should discuss this with the VT Hub.

## **CPD General Guidelines**

- ✓ Balance: Trainers should undertake an appropriate range of CPD topics that are fit for purpose in their role as a GDS/PDS practitioner and in the provision of training services. If a dentist has the vast majority of CPD relating to a specialised subject, such as Endodontics or Implantology, this may be viewed as unbalanced and may therefore be deemed unacceptable.
- ✓ Trainers should document their learning needs, including those related to the provision of training services, within a Personal Development Plan, in accordance with GDC standards. Support for PDP planning is available within all regional postgraduate centres via CPD Tutors.
- ✓ Learning Methods: Whilst we accept that blended learning can be beneficial, and that there are many ways in which CPD can be undertaken, if there is a gross imbalance (e.g. 100% online/journal learning) this will normally be deemed unacceptable by the Review Panel, as peer contact and face-to-face interaction during educational events is considered beneficial. It is expected that Trainers will have undertaken a minimum of half of CPD hours by face to face attendance at recognised courses in normal circumstances, although deviation from this may be unavoidable as a result of COVID-19 pandemic restrictions.

- ✓ NES accept 100 hours\* of verifiable CPD as a minimum commitment on the part of Trainers, but would, in general, expect Trainers to significantly exceed this level.
- ✓ No single subject area (e.g. Implantology), including the START course, shall be recognised for a contribution of more than 15 hours towards the minimum 100-hour CPD total.
- ✓ If the total hours of CPD delivered by NES, after discounting as above, are less than 100 hours, evidence will be requested for all CPD not provided by NES, as part of a verification / audit process.
- ✓ If the total hours of CPD provided by NES exceed 100 hours, the only certification that will generally be requested is for Medical Emergencies/Radiology.
- ✓ The GDC currently require dentists to undertake a minimum of 100 hours of verifiable CPD over the dentist's five-year CPD cycle. Trainers should be familiar with current GDC educational requirements which are similar, but not identical to NES requirements. For example, in addition, the GDC recommend that all clinical registrants undertake CPD covering legal and ethical issues and handling complaints.

## **Other requirements**

- ✓ Applicants should also meet the criteria by having a written personal development plan, This plan should include proposed CPD which would be of value to the provision of training services. This need not be an extensive list but should demonstrate the applicant's understanding of training a recent graduate.

## 2. Combined Practice Inspections

All practices must periodically undertake the combined practice inspection.

Health Boards may request immediate correction of certain shortcomings and allow a period of grace to comply. There are a number of shortcomings which, if present on the day of inspection, are of such significance that they will result in a dentist being considered not suitable for the delivery of training, on these grounds.

The following omissions or absences would result in a potential trainer being unable to progress their application.

- Failure to comply with post-2012 decontamination facilities and process standards
- Failure to have in-date emergency drugs and an oxygen supply with a valid test certificate
- Other significant shortcomings from CPI

***Applicants for VT should also note that a second (back-up) autoclave is a requirement for VT although this may not necessarily be required by your Health Board.***

27	Additional child mask
48	PVG /disclosure for all staff
53	Protocol for staff support
56	Staff induction
57	Public protection policy
58	Business Continuity Plan
81	Back-up for computerised records
83	Freedom of Information Publication Scheme
86	Disability Policy
87	Written policy for child protection
88	Contact information for local Child Protection Team easily accessible
89	Policy on obtaining consent
93	Protocol for patient notification if practice closes
110	NHS facility or accredited laboratory used for biopsy/pathology tests
111	Standard Operating Procedure for Controlled Drugs
137	full set of Employer's Written Procedures in place

- - **CPI is set to resume September 2021, and further revisions may be included**

Applicants are advised to familiarise themselves with the CPI inspection document well in advance of the date of their inspection, and to raise with their Health Board immediately any points in the subsequent CPI report that they are unhappy with.

### 3. Determination X Grants

Information regarding Determination X, including an application form, guidance document and approval flowchart and timeline can be found at this link: <https://learn.nes.nhs.scot/20576>

Should funding through Determination X be sought, you should contact the Determination X team at [nes.determinationx@nhs.scot](mailto:nes.determinationx@nhs.scot) who will send you the application form for a Practice Improvement Grant. Practice visits may be required before approval can be granted.

Once the approval process has been completed by NES, forms for reimbursement will be sent to you by the Determination X team. These are Form GP220 (Application for a Practice Improvement Grant – New to Vocational Training Practice) or form GP221 (Application for a Practice Improvement Grant – Existing Vocational Training Practice). These will only be provided after completion of NES's own approval form.



Practice Improvement Grants are not administered or funded by NHS Education for Scotland; we are only providing documentation to support your application for funding.

Any questions regarding Determination X of the SDR should be directed to your NHS Board.

\*\* Please note that all purchases of equipment under Determination X funding must be appropriate. Dental chairs, units and cabinetry intended for use by a trainee should be adaptable so as to meet the needs of a left –handed operator. Decontamination equipment must be purchased from the national procurement list and can only be in relation to the training surgery.

Advice and information regarding these requirements can again be obtained from

<http://www.scottishdental.org>

The National Procurement list can be accessed through: <https://www.scottishdental.org/wp-content/uploads/2015/08/Approved-decontamination-equip-2013.pdf>