Public Services Delivery
Scotland

NHS SCOTLAND

Dental and Therapy Vocational Trainer Handbook

Training Year 2027-2028



Contents

1. Introduction 3
2. Preparing dentists for delivering training services, through VT Suitability and Assessment Visit (VTSAV) 5
3. Trainer Criteria 7
3.1 Satisfactory CPD record 7
Guidance on CPD requirements (see also APPENDIX 2: CPD Guidance for Vocational 7
3.2 Equality & Diversity and Recruitment & Selection training: 8
3.3 Future CPD Developments for VT Practice staff 8
3.4 Satisfactory Practice Inspection 8
3.5 Satisfactory DRO references / Professional Conduct actions / NHS gross earnings 9
3.6 Vocational Training Provider Criteria 10
4. Applying to be a Trainer 14
5. Appointment of a Trainer 15
6. Trainer Selection Flowcharts 16
New Trainer Flowchart - 16
Existing / Returning Trainer Flowchart 18
7. Visitation and Matching 20
7.1 Obligations of a Trainer 21
7.2 Legal Obligations 22
7.3 Financial Arrangements 23
Determination X Practice Improvement Grants for those in GDS 23
Becoming a Vocational Trainer FAQs 25
Appendices 28
Appendix 1: Guidance on Practice Equipment and Materials for trainers 28
Appendix 2: CPD Guidance for Vocational Trainers 31
Core Subjects 31
CPD General Guidelines 33
Other requirements 34
Appendix 3 Combined Practice Inspections 34
Appendix 4 Determination X Grants 35

1. Introduction

The purpose of Vocational Training (VT) is to allow a recent 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 handbook aims to give you all the information you will need to meet the requirements to become a trainer for Vocational Training. 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 recent graduate within the practice and the sense of fulfilment that this brings to trainers.

The aim of this handbook 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

- VT Suitability and Assessment Visit (VTSAV), including some explanation of the criteria for becoming a trainer
- The application and appointment processes
- Trainee selection
- Allowances relating to VT

(All new trainers, and where appropriate returning 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 recent graduate in the early stages of their career. Experienced dentists and therapists 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 recent 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

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

2. Preparing dentists for delivering training services, through VT Suitability and Assessment Visit (VTSAV)

A VT Suitability and Assessment Visit will be undertaken by a representative of VT who 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 vocational trainers**.

The VT Suitability and Assessment Visit 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 visit. The assessment of a practice new to training will normally take up to three hours. This supportive visit is primarily aimed at practices that are new or returning to vocational training. Requests for visits from existing training practices can also be granted. Please note that undertaking the 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 must 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.

IMPORTANT: Please note that Determination X is only available to practices who have a dentist trainee and not a therapy trainee.

Other areas are discussed at the VT Suitability and Assessment Visit, 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 comprehensive support to the trainee will be provided by the trainer for no less than the time stated in the training agreement, e.g. 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 trainee should have exclusive assistance from a GDC registered and, preferably, qualified Dental Nurse. Trainees 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 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 trainee(s) 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 lefthanded 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 trainee. 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 trainee. 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, trainees will have access to new patients and that they would not normally be restricted in their prescribing by the trainer. Trainees 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 trainee's time spent on NHS work.

It is emphasised that if, at the end of the training period, the trainer and trainee 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. Please note that some of these may require to be met prior to 31 December 2026. 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 PSD Scotland. 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 PSD Scotland can be found in your CPD record within PSDS Training Recruitment Site (previously known as DTIS) 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 PSD Scotland 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 three years.

PSD Scotland 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 be sign posted to the relevant resources and will be expected to complete them prior to commencement of the 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.

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 successfully completed the Combined Practice Inspection (CPI), and provide a CPI completion certificate. This pass will be issued by health boards and should be current (issued within the last 3 years). PSD Scotland 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)**.

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:

PSD Scotland will approach PSD to confirm that you are not subject to any ongoing or disciplinary concerns, and to ensure that you have appropriate DRO grading

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

Please note that PSD Scotland cannot change a DRO grade or be part of any appeal process as this is not within PSD Scotland'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 PSD Scotland 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 2026

3.6 Vocational Training Provider Criteria

The following criteria have been developed to ensure standardisation, consistency and the quality of training delivered in Vocational Training in Scotland.

To be a trainer you must be able to demonstrate the following:

Level of Education and Professional Qualifications:

- BDS or equivalent
- Registered with GDC
- Therapy Qualification (as minimum if wishing to train therapist trainee)

Experience/Training

- An experienced dentist with high clinical and ethical standards, providing a wide range of NHS treatments.
- Normally four years full-time equivalent experience in NHS Primary Dental Care – excluding time spent in Vocational/Foundation Training or Dental Core Training
- When intending to train multiple trainees, the Trainer must have significant previous experience in VT (usually MINIMUM 3 years) and will possibly require to undergo an interview
- Management experience appropriate to service type (GDS/PDS), and be able to demonstrate involvement in and influence on decisions about e.g. staff recruitment and/or training,

purchasing etc. Where the trainer is an associate within the practice these reassurances will also be required of the practice owner, if applicable

- CPD meets PSD Scotland trainer requirements over the five complete calendar years preceding the relevant VT period.
- A minimum of half of CPD hours in this period has been undertaken by attendance at recognised face to face courses, unless this is not possible due to exceptional circumstances, such as pandemic restrictions
- To have attended a minimum of two hours CPR/MME training within the calendar year preceding the relevant VT period and five hours of radiology/ radiation protection training during the same period.
- To have a written and up to date personal development plan in accordance with GDC standards
- To have attended a recognised course in recruitment and selection within the last five years and by the start of the visitation period
- To have completed training in Equality & Diversity within the last three years and by the start of the visitation period

Specific Aptitude and Abilities

- Knowledge of the educational requirements around Lifelong Learning set out by the GDC
- Awareness of current priority issues within NHS dentistry
- Work in a practice with evidence of team working
- IT proficient
- Able and willing to undertake assessment of trainees and to give quality feedback
- Can demonstrate knowledge and skills required to train in the clinical context of primary dental care

Interpersonal Skills

- Effective communication skills
- Able to motivate, engage and influence others

Other Factors

- To have a base in NHS general/public dental practice which meets current vocational training standards – to have overall practice earnings of at least £27,800 (current at 01/06/2023) in the relevant period
- Based in the training practice for the minimum number of hours per week required for the type of training being provided e.g. 21 hours per week for a trainee **or 28 hours per week for multiple training**
- Willing and able to provide private access to internet at the practice during working hours
- Can provide satisfactory DRO reports from PSD which confirms no more than 2 Grade 3/Grade C scores in aggregate, no grade 4 scores within the 3 complete calendar years preceding the relevant VT period. This must be supported by evidence of sufficient NHS treatment to generate DRO reports. (*If associate with restricted management authority, principal to meet VT DRO criteria also.)*
- Is free from adverse health board or GDC Fitness to Practise outcomes/concerns which would impact on the trainer's suitability to deliver training.
- possess a positive report from a health board led combined practice inspection (CPI) which has been carried out within the last 3 years

PSD Scotland will also take account of information provided in relation to the following:

Level of Education and Professional Qualifications:

- Holding or working towards MFDS, MJDF or other relevant Qualification
- Holding or working towards a relevant qualification in education

Experience/Training

- Financial/budget management experience
- Minimum of 12 months' experience in the proposed training practice
- Has undertaken courses in Complaints Handling, Child Protection and in Legal and Ethical Issues
- Evidence of evidence of activity to meet criteria for compliance with NHS Terms of Service with respect to Clinical Audit (QI Project), including leading or co-leading in the design of an audit project

Specific Aptitude and Abilities

- Able to deliver small group teaching relevant to VT
- Training/experience as a mentor/coach

Other Factors

- Based full time in the training practice

4. Applying to be a Trainer

After checking the eligibility criteria, an application should be submitted through the Public Services Delivery Scotland Training Recruitment Site (PTRS), which can be accessed via the link on the PSD Scotland recruitment page. 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 recruitment system PSDS Training Recruitment Site (previously known as DTIS) can also be obtained via the PSD Scotland website at www.nes.scot.nhs.uk. Alternatively, queries regarding the process can be submitted to the VT Hub.

Applications submitted after application deadline

Only those applications submitted within the advertised time frames will be considered for round one of vocational trainer recruitment. For a short period of time after the application deadline, VT Hub will ask any applicants submitting their application after the relevant closing date if they would like to be considered for round two of the application process. Round two applicants will only be fully screened and invited to join the VT process if there are insufficient Trainers identified in the first round of applications.

5. Appointment of a Trainer

Once applications to become a trainer are submitted via the PSDS Training Recruitment Site (previously known as DTIS), 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. Multi trainer applications may be subject to an online interview before appointment.

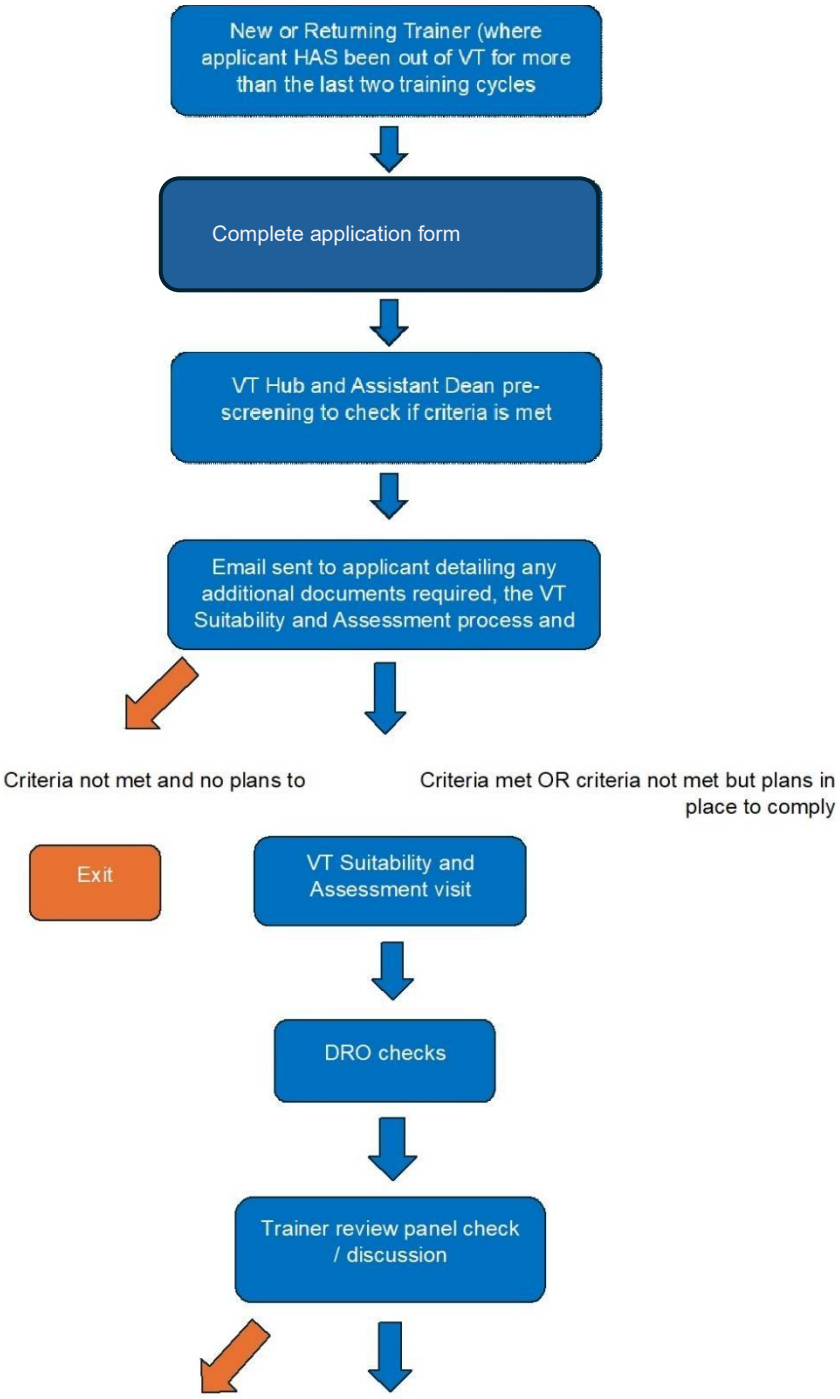
The national trainer review panel reviews applications taking into account DRO grades, PSD and health board reports, GDC outcomes and VT Suitability and Assessment Visit reports, and Trainer Performance Reports (TPR). A decision will be made as to whether the applicant is suitable for delivering training services and the decision will be final. In circumstances where there are more suitable trainers than trainee vacancies a ranking system will be used. The national panel will be composed of the National Lead for VT or a deputising Director, a dentist external to PSD Scotland 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.

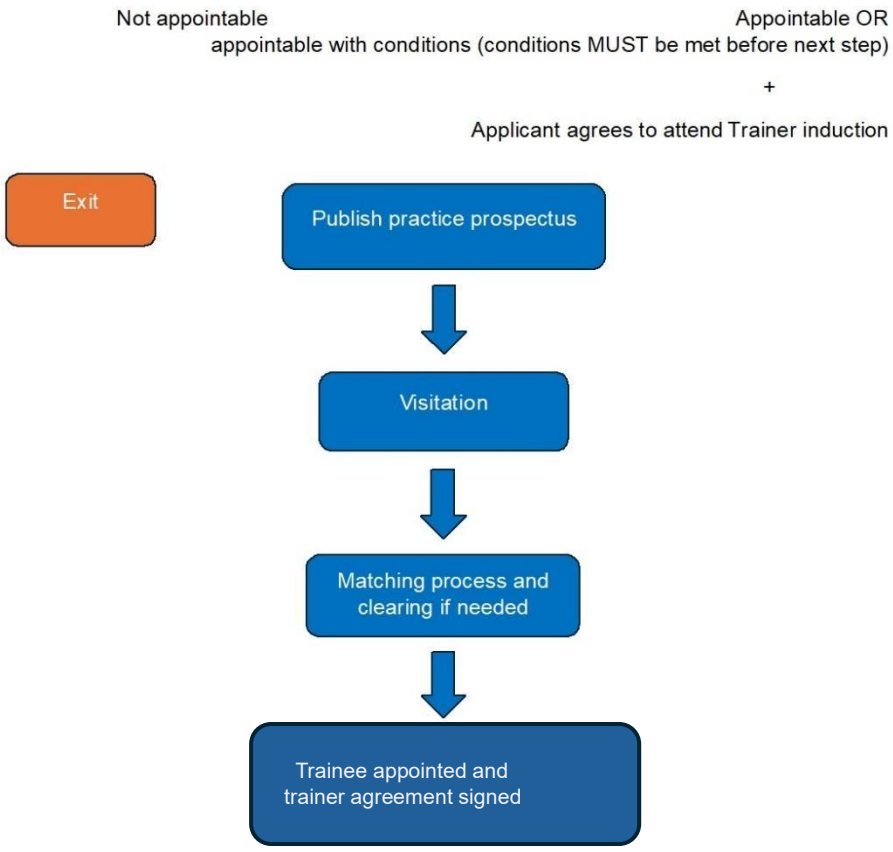
If an applicant has any concerns regarding the trainer application process, they should contact the HR Trainee Services team via https://nesdigital.atlassian.net/servicedesk/customer/portal/30.

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 parttime 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 to the contract for the delivery of training services is signed.

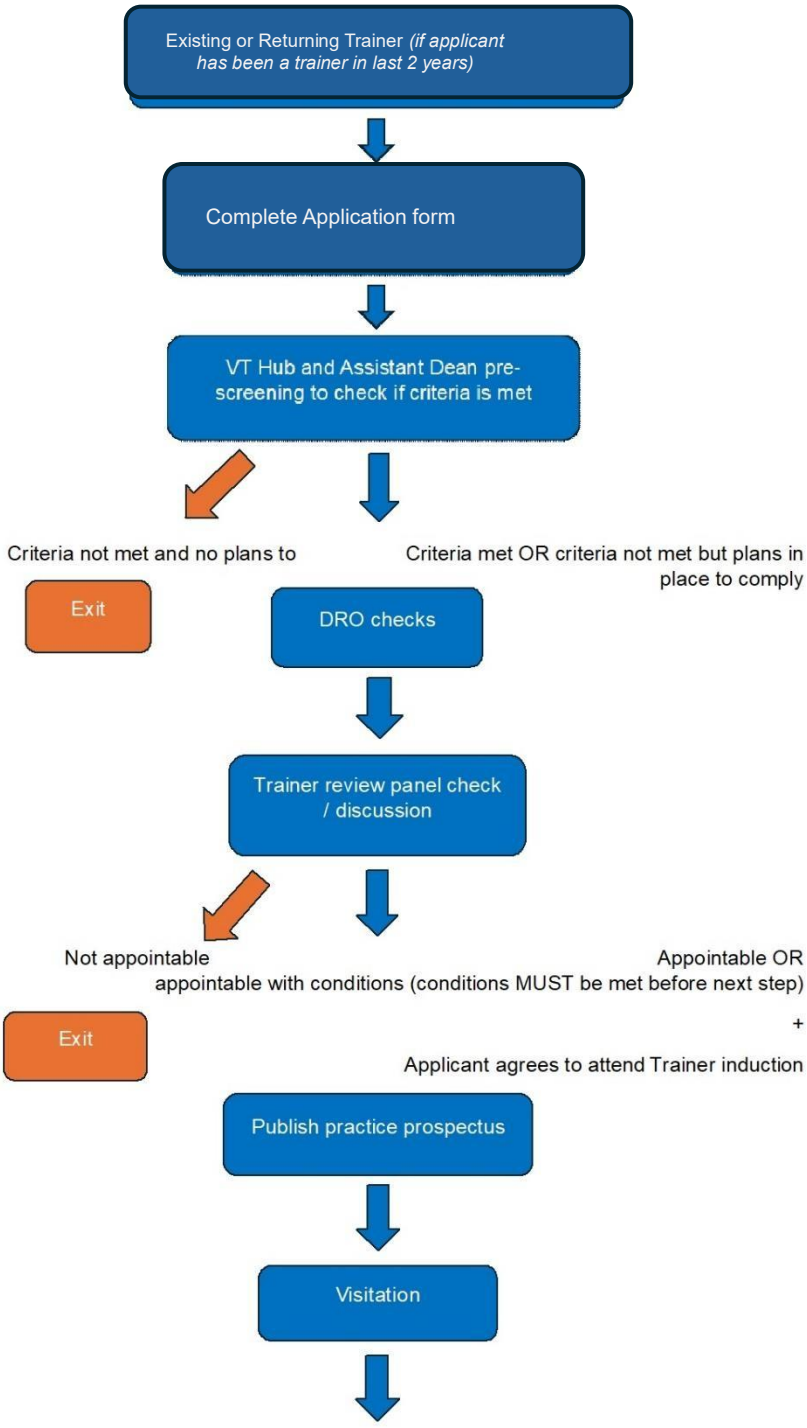
6. Trainer Selection Flowcharts

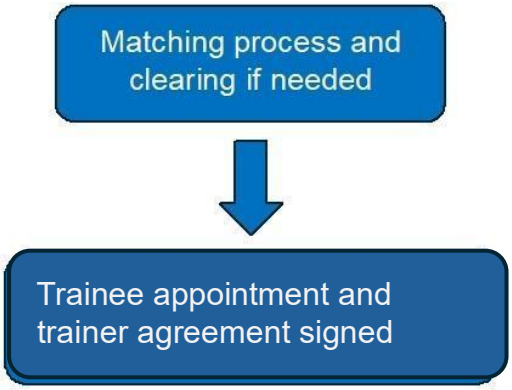
New Trainer Flowchart -




Not appointable
Appointable OR
appointable with conditions (conditions MUST be met before next step)
+
Applicant agrees to attend Trainer induction
Exit
Publish practice prospectus
Visitation
Matching process and clearing if needed
Trainee appointed and trainer agreement signed

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 PSD Scotland.

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 the PSDS Training Recruitment Site (previously known as DTIS). This is the dentist's opportunity to "market" their practice to trainee applicants. PSDS Training Recruitment Site 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 PSD Scotland, published within the recruitment timelines on the PSD Scotland website, and during this time, potential trainees 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 PSDS Training Recruitment Site which can be found on the PSD Scotland website. There is also a visitation guidance document which will be made available on the PSD Scotland 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 PSDS Training Recruitment Site 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 PSDS Training Recruitment Site 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 PSDS Training Recruitment Site.

Dental Recruitment will confirm trainee acceptance of the match via email prior to confirming the match.

7.1 Obligations of a Trainer

Contracts for the provision of training services are issued up to one month prior to commencement of the training provision.

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

Trainees will be employed by PSD Scotland as assistants based in the training practice/clinic from 1st of September 2027 for the duration of training. Trainees will be required: -

- to enter into and abide by the terms of a legal contract for full-time employment with PSD 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 PSD Scotland. Absence from the course for any reason will be authorised only in exceptional circumstances. Trainees 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 trainees.
- to take holidays out with the educational programme. Unexplained absence from the course would imply withdrawal from the training scheme by both trainee 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 trainee.

7.2 Legal Obligations

Trainees will be employed by PSD Scotland as assistants based in the trainer's practice/clinic and the trainer will be responsible for their work. All assistants, including trainees, 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 trainee 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.

7.3 Financial Arrangements

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

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

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

- (As of 1st 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)
- 100% of the trainee'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. Only equipment identified at the VT suitability and assessment visit will be eligible for Determination X funding for practices new to Vocational Training.

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

- New to Vocational Training Practices (maximum claimable allowance of £10k): - subject to change

As stated in the Determination, grants under Part II require PSD Scotland to provisionally assess the suitability of those wishing to become Vocational Trainers. Therefore, in order for PSD

Scotland 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 PSD Scotland 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 PSD Scotland 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.

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

Becoming a Vocational Trainer FAQs

This handbook provides essential basic information. If you still have queries after reading this handbook, please see the questions below which are the most common FAQs. Specific advice can also be obtained by contacting the VT Hub: vthub@nes.scot.nhs.uk

Q. How do I apply to be a trainer?

A. Applications are submitted via the PSDS Training Recruitment Site (previously known as DTIS). Applications open on Monday, 12th of October at 12pm.

Q. How do I know if becoming a trainer is right for the practice?

A. The VT Hub can arrange a VT Suitability and Assessment visit at the practice when a PSD Scotland VT Adviser can advise on the requirements the trainer and practice would have to meet in order to be considered suitable for providing training. This visit lasts for a whole session. You should not arrange to see patients during this visit.

Q. Does the practice have to undergo a practice inspection?

A. Yes. The practice must be in possession of a valid current satisfactory report from a "Combined Practice Inspection (CPI)." This is the format of practice inspection introduced during 2013. If the practice already holds a CPI then further inspection will most likely not be required. If this type of inspection has not yet been carried out, then your local health board will arrange for this to be carried out. Guidance on this new format of inspection, can be found at www.scottishdental.org

Q. Is funding available to improve the practice to VT standard?

A. Determination X funding may be available. This can be discussed at the VT Suitability and Assessment visit and information is available in this handbook.

Q. Do I need postgraduate qualifications to train?

A. This is not necessary, although at least 4 years post qualification experience is normally required excluding your own training period. As noted, trainers must have completed a minimum of 100 hours verifiable CPD, including the core subjects, for the period 1st January 2022 - 31st December 2026. (Pro rata for those who are less than 5 years from the completion of their own training)

Q. What is the time commitment involved in being a VT Trainer?

A. Trainers are expected to provide help to the trainee as required. The trainer must be available to provide support for the trainee for a **minimum** of 21 hours/week. Weekly tutorials must be conducted, and the trainees must be supported throughout their assessment process. In addition, full time trainers must provide

14 sessions of time to PSD Scotland activities, (pro rata for joint/shared/part-time trainers.)

Q What training grants are available for providing training services?

A. 100% of the trainees gross accrues to the practice and the training practice also receives a trainer grant, at a rate of £17,069 (new trainers) for a full training period, or £18,283 (for trainers with more experience of delivering training services).

Q. Do I have to be a fully committed NHS dentist to provide training services?

A. No, however the trainer's overall practice NHS earnings must have been at least £27,800 for the financial year ending April 2023. The trainee must provide NHS dental services accounting for at least 90% of their clinical working time.

Q. Do I have to attend a trainer training course?

Yes. This is the START course and is provided to give trainers the skills needed to train.

It is compulsory for all new trainers, some returning trainers may be asked to attend. Attendance will involve four days:

24th May 2027

25th May 2027

20th August 2027

29th October 2027

You can claim £231.10 per session (£462.20 per day) for attending these days – subject to change.

Q. Can I still apply if I am an associate or work part time?

A. Yes. Applications may be submitted by an associate or a practice owner and training delivery on a part-time basis is possible. If you are not a practice owner then PSD Scotland will require reassurances around managerial autonomy from the owner of the practice, or their delegated representative.

Q. When should I apply?

A. The earlier the better. Even if you are unsure whether ultimately you will want to become a trainer, you should contact the VT Hub to indicate your interest. We can arrange for you to have a conversation or VT Suitability and Assessment visit to the practice so that you can make a more informed decision. Alternatively, you can apply via the PSDS Training Recruitment Site which will initiate the same process. You are not committed by doing so, and you can withdraw at a later stage if you change your mind.

Q. Is everyone accepted as a trainer?

A. No, there are certain criteria which must be met in order to be considered suitable for training, and the process is competitive. In recent years, there have been more suitable trainers than trainee vacancies, and PSD Scotland has applied a scoring system – the scoring matrix is available via the following link - https://learn.nes.nhs.scot/20576

Arranging a VT Suitability and Assessment visit to the practice is a good way of finding out if there would be any barriers to becoming a trainer, in addition to getting support and advice regarding any areas which may be stumbling blocks. If there are reasons why you would not be suited to delivering training services at this time, these can also be discussed before you commit further time to the selection process. The advisers are there to guide you irrespective of your situation.

Appendices

Appendix 1: Guidance on Practice Equipment and Materials for trainers

The following lists are supplied as a suggestion as to the equipment and materials that a trainee 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 trainee 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 trainee 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

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.

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

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
- Siqveland / 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

Local Anaesthetic Systems

Aspirating syringes & LA cartridges (with and without Adrenaline)

Needle re-sheathing device

Tray Systems

- 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 essential.

Appendix 2: CPD Guidance for Vocational Trainers

Trainers are required to undertake training in the following subjects:

Core Subjects

The following subjects are mandatory:

1. CPR/MME. Trainers must undertake verifiable annual training, of at least 2 hours duration and ideally involve 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, PSD Scotland requires that PSD Scotland 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 PSD Scotland in practice training is impossible to arrange, an alternative course may be acceptable, at the discretion of PSD Scotland.

Note - PDS clinics should contact VT Hub (vthub@nes.scot.nhs.uk) 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 PSD Scotland.

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

Additionally, PSD Scotland requires that Trainers undertake training in the following subjects, at appropriate intervals, to be determined from time to time by PSD Scotland, 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 three 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 COVID19 pandemic restrictions.

- PSD Scotland 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 PSD Scotland, after discounting as above, are less than 100 hours, evidence will be requested for all CPD not provided by PSD Scotland, as part of a verification / audit process.
- If the total hours of CPD provided by PSD Scotland 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 PSD Scotland 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.

Appendix 3 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.

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.

Appendix 4 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 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 PSD Scotland, 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 PSD Scotland's own approval form.

Practice Improvement Grants are not administered or funded by PSD 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.

Advice and information regarding these requirements can again be obtained from http://www.scottishdental.org

Public Services Delivery Scotland

PSD Scotland
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB
Tel: 0131 275 6000
www.publicservicesdelivery.scot

©PSD Scotland 2026. You can copy or reproduce the information in this resource for use within NHS Scotland and for non-commercial educational purposes under creative commons CC BY-NC 4.0 Deed | Attribution-Non Commercial 4.0 International | Creative Commons. Use of this document for commercial purposes is permitted only with the written permission of PSD Scotland.