Dental Core Training in Wales

A Handbook for Dental Core Trainees (2022 – 2023)
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Dear Colleague,

Hello and welcome to Health Education and Improvement Wales (HEIW) and the next step in your career progression. HEIW is an independent body in NHS Wales and is responsible for ensuring Wales has the right staff with the right skills to deliver world-class care to the people of Wales: You are very much part of that aspiration.

Dental Core training exists to allow you to apply the knowledge that you have acquired during your previous dental training and to further develop this in a supportive clinical environment. The programme is designed to meet your needs and requires your full participation and a positive attitude to experience the maximum benefit.

You will be in control of your own personal development and will need to liaise closely with your educational supervisor in achieving your individual targets identified at the start of your core training placement.

All trainees are expected to participate in study days, either the fixed study days attached to the DCT1 schemes or by utilising the study allowance provided to each DCT2 and DCT3 trainee enabling you to attend training, courses or conferences of your choosing.

Trainees must also complete an e-portfolio (e-PDP) which records everything relating to training, including but not limited to: clinical experiences, workplace assessments, case-based discussions and trainee reflections. The study days are designed to be interesting, relevant and educational. Your feedback on the study days and on any aspect of the training programme is most welcome and will help us to ensure we are continuously improving.

We hope you will make many friends and develop valuable networks during your dental core training which will last a lifetime.

If you have any concerns about the programme or any related matters that cannot easily be resolved locally in your place of work, please let us know: your Training Programme Director, Educational Supervisor and our HEIW staff are always available to help.

May I take this opportunity to wish you every success during dental core training and in developing and achieving your future aspirations.

Yours faithfully,

Kirstie Moons
Postgraduate Dental Dean
Health Education and Improvement Wales
Health Education and Improvement Wales (HEIW)

Contacts

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DCT1 Scheme
Training Programme Directors

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DCT1 Scheme
Training Programme Directors continued

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Scheme Administrator: Mrs Rosemary Roberts
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Bodelwyddan, Rhyl, LL18 5UJ
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Tel: 01745 534430
Scheme Administrator: Mrs Rosemary Roberts
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Getting Started

What to do within the first few weeks of starting your Dental Core Training. We appreciate that the first few weeks of a new training post will be busy for you.

For ease of reference we have developed the following checklist to assist you:

• read this handbook.
• liaise with NWSSP Shared Services to complete ‘Single Lead Employer’ contract documentation and pre-employment checks if required.
• it is important that you do not arrange holidays for the first month of your placement as some important inductions and meetings are scheduled during this time and cannot be missed. Please also remember to avoid taking leave on study days.
• INTRO TO WARD – Some trainees undertaking oral maxillofacial surgery will have an introduction to ward session. If you are required to attend this you will be advised by the DCT Manager prior to your start date.
• attend workplace induction and scheme study day induction.
• familiarise yourself with Departmental/UHB policies.
• make appointments to see your educational supervisor (as appropriate).
• find out about your rota and timetable for the post and how to find places that you will need to travel to.
• familiarise yourself with the Dental Core Training curriculum (COPDEND), AXIA e-portfolio and assessment forms.
• start to think about completing the workplace based assessments/supervised learning events (SLEs), audit project and other curriculum requirements.
• book annual leave as soon as possible – please give at least 6 weeks' notice and remember to avoid study days wherever possible.
• obtain your IT passwords as appropriate to your post.
• make sure you have a username and password for the e-portfolio system. For help with this or if you have queries please contact Rachel Morgan, Tel: 02920 687550, email: rachel.morgan30@wales.nhs.uk
• log in to the new Axia e-Portfolio (Log in details will be provided at the start of training).
• register on MaxCourse (https://www.maxcourse.co.uk/walesdent/guestHome.asp) the course booking system for DCT1 study days and CPD courses.
• ask the Key Contacts in this handbook any questions you may have
Dental Working and Training in Wales

Health Education and Improvement Wales (HEIW) delivers excellent and innovative postgraduate medical and dental education for Wales. It provides nearly 3,000 training grade doctors and dentists across Wales with access to high quality postgraduate facilities and educational support so that they can achieve their career aspirations, whilst ensuring high quality care and patient safety in Wales.

Funded by the Welsh Government, Health Education and Improvement Wales (HEIW) works in partnership with local health boards in Wales. Ongoing investment provides some of the most modern medical and dental educational facilities within the UK.

Health Education and Improvement Wales (HEIW), Dental Postgraduate Section

HEIW coordinates the delivery and funding of postgraduate dental education and training programmes across Wales.

We provide postgraduate and post registration education and training for Dentists and Dental Care Professionals in Wales, via our network of tutors and advisors. We offer Foundation Training Programmes, Core Training Programmes, Specialty Training Programmes (Orthodontics, Oral Surgery, Special Care Dentistry, Restorative, Paediatric Dentistry, Dental Public Health, Oral Surgery, Oral Medicine and Dental & Maxillofacial Radiology) and a wide range of continuing professional development courses for the dental team.

We also run training programmes for Dental Care Professionals, including a Welsh Dental Therapy Foundation Training Programme (WDTFT).

Our priority is to ensure that our trainees and trainers/educational supervisors are competent and confident in their roles, providing high quality, safe patient care and high quality training programmes and learning environments which are both supportive and challenging to develop our future dental workforce.

The Wales NHS Constitution and NHS Values

NHS Wales is the publicly funded National Health Service of Wales providing healthcare to some 3 million people who live in the country. The NHS has a key principle which is that good healthcare should be available to all, regardless of wealth.

Health in Wales (http://www.wales.nhs.uk/) is the website of National Health Service (NHS) Wales, and brings together information sources about health services and the health and wellbeing of the population of Wales.

Setting health policy for the NHS in Wales and the funding for health services is the responsibility of the Welsh Government.

Aims and Objectives of Dental Core Training

Dental Core Training is a non-compulsory period of approved training that aims to provide dentists with the opportunity to consolidate skills acquired during their foundation year and develop and enhance new skills in specific areas of clinical practice and in different environments. Completion of dental core training will also satisfy minimum entry requirements to specialty training. Each stage/level of Dental Core Training lasts 12 months and there are up to 3 stages in total, DCT1, DCT2 and DCT3.
Wales DCT Programme

Length of Training

Dental Core Training (DCT) can extend for up to three years: DCT1, DCT2, DCT3. Wales is unique in that we offer a mixture of fixed 12 month posts and a selection of whole time equivalent rotational posts for the DCT1 year, whereby Trainees have two posts each of 6 months duration. This enables Trainees to gain a wider range of experience within their first year of dental core training. All DCT2 and DCT3 posts are fixed 12 month posts.

Most DCT posts in Wales are processed via National Recruitment, with only a few posts that are purely health board funded, choosing to remain outside of the national recruitment process and continue with local recruitment processes.

Educational Supervisor

Each Dental Core Trainee will be assigned a nominated Educational Supervisor who is responsible for overseeing educational progress, agreeing a learning plan, undertaking progress reviews, providing regular feedback on progress to the trainee and also for providing evidence and recommendation for completion of training. S/he will encourage the trainee to regularly complete the DCT e-Portfolio and to use the educational tools provided for support.

A Trainee should make arrangements to meet formally with their Educational Supervisor at the earliest opportunity and normally within the first two weeks of the placement starting. Each Trainee will need to complete a Personal Development Plan (PDP) as required by the GDC. This PDP should be uploaded onto the AXIA portfolio as required by the curriculum.

There should be regular meetings with your Educational Supervisor and your supervisor will need to complete formal reviews as required by the curriculum, these are to be recorded in the e-portfolio and should include: an initial review (within the first two weeks), an interim review towards the end of the first 6 months (IRCP) and a final review (RCP) in June/July.

You will meet with your Educational Supervisor to discuss expectations and complete the educational agreement. The following areas should be discussed at this first meeting:

- how to get help in a clinical situation
- department / clinic organisation and induction arrangements
- holiday / sickness / study leave policy
- supervision arrangements
- punctuality and team working
- completing the e-portfolio and reflective practice
- structured learning exercises
- dress code

The Educational Supervisor is in the best position to assess the trainee’s needs. Through the various processes of assessments and appraisals these needs can be identified, discussed and hopefully addressed. Educational Supervisors will encourage their trainees to develop their own personal skills and attitudes.

If you are not sure of your Educational Supervisor please contact the DCT Manager.

Clinical Supervisor

Trainees will also have multiple clinical supervisors throughout the period of dental core training.

These are the consultants, specialists, specialty registrars, or any other clinical staff that you work with day to day in any of your placements. Clinical supervisors will only be responsible for you during a particular session and are responsible for ensuring that your day to day clinical training needs are being met. They should be asked to carry out structured learning exercises and to complete elements of your portfolio as appropriate.

Training Programme Director

Each Dental Core Training Scheme will have a Training Programme Director who is appointed by the Deanery and who will be responsible for managing the scheme, arranging educational courses (study days, seminars, hands-on sessions and audit days) and who will provide on-going support for both trainees and educational and clinical supervisors. They are also responsible for advising about recruitment and selection of educational supervisors.
The Training Programme Director’s main responsibilities are:

- act as organiser of the scheme for trainees in the area, in liaison with the local tutor/s, Postgraduate Centre staff, Employing Local Health Boards (LHBs)
- advise on completion and certification
- ensure that local records of the scheme are maintained
- attend the day release scheme and facilitate learning.
- ensure that regular feedback occurs between educational supervisor/trainee/TPD and that Professional Development Portfolios are maintained
- counsel educational supervisors and trainees and troubleshoot problems within the scheme / programme
- give career advice

E- Portfolio (E-PDP)

Each dental core trainee must complete a HEIW approved learning and development portfolio to provide evidence of educational and training activity.

Health Education and Improvement Wales (HEIW) uses the nationally approved AXIA e-portfolio. Usernames and passwords for dental core trainees will be issued and these will be sent to trainees via email prior to the start date. **It is important for Trainees to check their “junk” email folders for initial log-in details.**

Portfolio support for DCT trainees in Wales is provided by Rachel Morgan - Email: Rachel.morgan30@wales.nhs.uk

A fully completed e-portfolio is required for satisfactory completion of the training programme and this will be checked at Interim Review of Competence Progression (IRCP) in February/March and Final Review of Competence Progression (FRCP) in July.

**Please see the detailed user guides developed by HEIW for more information on different areas of the e-portfolio how to upload evidence to the e-portfolio and to link that evidence to the curriculum items**.

The Curriculum

The Curriculum for the Dental Core Training Programme can be obtained on the COPDEND website (www.copdend.org.uk). You need to consult the September 2018 curriculum which is the current one in place for training in the UK.

The FOUR competency domains are as follows:

1. Professional Behaviour and Trust
   - Acts professionally
   - Delivers patient-centred care & maintains trust
   - Behaves in accordance with ethical & legal requirements
   - Keeps practice up to date with learning & teaching
   - Engages in career planning

2. Communication, Teamworking and Leadership
   - Communicates clearly in a variety of settings
   - Works effectively as part of a team
   - Demonstrates leadership skills

3. Clinical Safety and Quality
   - Recognises and works within limits of professional competence
   - Makes patient safety a priority in clinical practice
   - Contributes to quality improvement (i.e. Clinical audit or a quality improvement project - Improvement in Practice)

4. Good Clinical Care
   - Obtains history & performs clinical examination
   - Requests relevant investigations/special tests and acts on findings
   - Prescribes safely
   - Performs clinical procedures safely
   - Is trained in managing medical emergencies
   - Promotes general and oral health
Interim Review of Competence Progression (IRCP)

IRCP takes place in February / March, prior to the changeover in rotational posts. The IRCP Panel will usually consist of the following:

- Postgraduate Dental Dean or Associate Dean for DCT
- TPD from another scheme
- RCP/E-Portfolio Administrator.

List of (typical) requirements for Outcome 1 at IRCP (Note this is subject to change in line with national guidelines and developments):

- Completion of a Personal development plan (PDP) and monitored progress against that PDP.
- Initial and interim Educational Supervisor reports
- Submission of a personal development plan for each rotation
- Study Day attendance record (DCT1 Trainees Only)
- Completion of a clinical logbook (without patient identifiable criteria)
- Completion of a minimum of 12 SLEs
- Completion of a minimum of 5 reflections (must be made available for viewing on Axia e-portfolio, not marked ‘private’).
- Completion of Bronze Level IQT (DCT1 only)
- Minimum of 10 Patient Satisfaction Questionnaires (PSQs).
- Minimum of 1 Multi Source Feedback (MSF) with 10 participants.

Final Review of Competence Progression (FRCP)

FRCP takes place in July when a formal FRCP panel will convene to discuss trainee progression and agree the final outcome. This panel will consist of the following:

- Postgraduate Dental Dean or Associate Dean for DCT
- Associate Postgraduate Dental Dean from a different Local Office / Deanery
- Senior Clinical Trainer or Training Programme Director from another scheme
- RCP/E-Portfolio Administrator
- Lay Rep

List of (typical) requirements for Outcome 1 at FRCP (Note this is subject to change in line with national guidelines and developments):

- Completion of a PDP and monitored progress against that PDP.
- Initial and interim Educational Supervisor reports
- Detailed final Supervisor report prepared by Educational Supervisor
- Study Day attendance record (DCT1 Trainees only)
- Completion of a minimum of 24 SLEs (including at least one “developing the clinical teacher”)
- Completion of Audit or Quality Improvement for DCT1 or Improvement in Practice (QI) project for DCT2/3
- Minimum of 20 Patient Satisfaction Questionnaires (PSQs)
- Minimum of 1 satisfactory Multi Source Feedbacks (MSF) with a minimum of 10 participants per placement
- Minimum of 10 reflections for the training year
- Evidence of Audit or Quality Improvement project for DCT1 and Silver Level IQT for DCT2 & 3
- 18 mandatory curriculum items have been evidenced with at least 2 SLEs and each SLE has not been linked more than twice.
- CPD record compliant with GDC requirements.

On completion of the training programme a Certificate of Achievement will be issued. The certificate will list the specified outcomes that have been attained by the Trainee and define any areas of development for outcomes that were specified in the learning agreement but not acquired during the training year. Outcomes that were planned but not achieved through lack of opportunity rather than lack of competence will also be identified.
CPD Records

Since January 2018 all dentists must adhere to the General Dental Council’s “Enhanced CPD” (ECPD) scheme. If you are part-way through your cycle on 1.1.2018 you will have to complete CPD based on the current and new scheme to be compliant at the end of the cycle. You should find out how many hours you need to complete by using the GDC’s transition tool at https://gdc.onlinesurveys.ac.uk/ecpdtool

Once your current cycle ends, the CPD requirements for your next cycle will be based on the new scheme, where dentists will need to complete a minimum of 100 hours verifiable CPD over their five year cycle as well as ensure they declare at least 10 hours during any 2 year period. Full details are available on the GDC website www.gdc-uk.org

DCT1 trainees in Wales have a structured study day timetable consisting of 30 days throughout the year. As from September 2018, all of these study days will be organised via an online course booking system “Max Course” and CPD certificates for each session will be available to download.

Queries Regarding Your Post

You should read and sign a contract of employment as soon as possible and certainly within 6 weeks of starting in post and you should keep a copy of your job description too.

Personnel enquiries such as contracts, pay/banding, travel expenses, job descriptions, working hours, maternity/paternity leave and similar aspects should initially be addressed to Shared Services (NWSSP).

For queries regarding your training or matters which need to be brought to the attention of Health Education and Improvement Wales (HEIW), please first contact the Training Programme Director for the scheme or the DCT Manager.
Managing Referrals
While you are working as a DCT, you will treat regular patients of the department/unit and manage patients referred from practices and sometimes other hospital departments.

NHS Referrals will normally be made to a named specialist or consultant as part of an agreed referral pathway or contract.

The Clinical Supervisors must ensure that the trainee has sufficient competencies to safely undertake these delegated procedures and the scope of treatments able to be undertaken by the trainee will increase as the year progresses.

Written protocols will be in place, shared with dental nurses and reception staff to protect patients and ensure that trainees only undertake appropriate activities, and communicate with the Clinical Supervisor before discharging the patient.

General requirements for all Dental Core Training Posts
All Dental Core Trainees must:
• have a named educational supervisor
• have a signed educational/learning agreement at the beginning of the placement included in their e-portfolio
• have a structured induction programme tailored to the requirements of the post
• regularly and accurately complete the Training e-portfolio
• have ready access to internet, library and study facilities
• attend study days as directed by HEIW
• have a structured clinical training programme to address the major competences in the Dental Core Training portfolio and meet individual identified learning needs.

Expectations of Trainees
Your educational supervisor has undertaken training to ensure that you receive excellent support during your training year. In response to this it is necessary for you to:
• show a willingness to learn
• foster good relationships with colleagues
• in discussion with your educational supervisor formulate an individual training plan within a month of your new appointment
• maintain your PDP
• attend all study days and participate to your full capacity

• ensure holiday is taken in agreement with your educational supervisor and employer.
• participate in peer review and clinical audit as required
• manage all aspects of patient care
• work successfully as a member of the unit/department/clinical team
• make competent and confident professional decisions, recognizing personal strengths and weaknesses including the need to refer and seek advice as appropriate
• practise ethically according to GDC Standards, including respect for patient confidentiality
• demonstrate that you understand that continuing professional development should be a lifelong commitment

As a registered dental professional, you are expected to maintain the GDC’s standards at all times, not only when working in your unit/department.

Occupational Health
Dental Core Trainees must complete an occupational health check prior to the commencement of training. Trainees will be contacted by Shared Services Partnership (NWSSP) with regard to completing pre-employment checks and occupational health checks.

Trainees must provide relevant health screening and immunisation details to NWSSP and follow relevant protocols for inoculation, injuries and subsequent occupational health screening.

Trainees must also take appropriate precautions in relating to safer sharps practice and use the required personal protective equipment for safe dental practice and practise infection control as per local and national guidelines.

Inform your educational supervisor and training programme director of significant events or issues relating to your occupational health.

The Postgraduate Dental Dean / Associate Dean, Training Programme Director, Educational Supervisor or hosting Local Health Board may choose to refer you to Occupational Health if there are particular health issues that may affect your ability to complete your training year. Alternatively, trainees may complete a self-referral.
DCT1 Study Days

There will be 28 pre-programmed study days over the course of the training year, organised by the DCT1 TPD’s. Pre-programmed study days are designed to help you develop all the necessary skills and knowledge required for successful clinical practice. The majority of the courses are based at Postgraduate Centres in local hospitals, but some days may be held at other venues, or combined with other schemes. Days will often begin with a problem solving opportunity where problems of any nature may be openly discussed with your peers and Training Programme Director. The days will be a mixture of lectures and discussions. Your full participation is required for their success.

DCT1 trainees will also have 2 days for self-directed study. These days should be scheduled into the DCT1 study day timetable however may be changed with agreement from TPD and ES. These self-directed study days are intended to follow learning objectives identified within trainees’ personal development plans and evidence of activity on these days should be recorded in the e-portolio.

Attendance

Attendance at all study days is mandatory for successful completion of the programme, unless you are a Dental Core Trainee working in a hospital department and have unavoidable on call responsibilities.

A record of attendance is kept and verifiable CPD certificates can be downloaded by Trainees from the online course management system Maxcourse.

You should not take annual leave on a study day
Please car-share where possible.
If you are sick on a Study Day, please telephone your Training Programme Director by 9am.

Punctuality

The start time is indicated in the programme; please remember that you will be expected to be present in advance of this time. If you arrive late you may be excluded from the course for that day. You will need to attend a similar course at your own expense and in your own time.

Dress and Behaviour

Professional standards of dress are expected at the day release course and any away days or conferences. Clothing should be appropriate for the environment.

Politeness and respect for colleagues, administrative and other staff and the general public who may be present at the venue is an absolute requirement. Mobile devices such as tablets and laptops may be used to take notes only. Using these devices for anything else may result in you being asked to leave. It is not acceptable to use mobile phones at all during the educational aspects of the day-release programme and these should be switched off or on silent, except during break times.

Travel Expenses

DCT1 Trainees who are required to attend study days outside of their usual study day venue can claim travel expenses. As we have moved to Single Lead Employer (SLE) from September 2021, trainee expenses should now be claimed via the Selenity expenses platform which can be accessed via mobile phones or by logging in online. Shared Services will provide trainees with their log in details in order to access the Selenity platform.
DCT2 and DCT3 Trainees

DCT2/DCT3 Curriculum
DCT2 and DCT3 Trainees will follow the same curriculum as the DCT1 Trainees however they are required to demonstrate greater competency levels, especially as regards specialty specific outcomes.

Self-Directed Study and CPD
Unlike the DCT1 Trainees, DCT2 and DCT3 Trainees only have a small number of structured study day sessions to attend that are organised by HEIW. In total DCT2 and DCT3 trainees are entitled to 30 study days per year as part of their training and development and these days should be agreed with their educational supervisors and clinical managers. DCT2 and DCT3 trainees also have a study allowance of £600 per year. Under the Single Lead Employer contract, Trainees will need to liaise with their Educational Supervisor regarding requests for study leave and also to utilise their study allowance. Once agreed the Educational Supervisor will complete the necessary form with Shared Services so that the Trainee leave and study is recorded.

It is common for trainees to agree the course or training with their Educational Supervisor as part of their personal development plan (PDP) and then pay for the course or training themselves before claiming the monies back using the Selenity expenses system. Claims for reimbursement of study allowance will be approved by Educational Supervisors but will be monitored by the DCT Programme Team at HEIW to ensure the courses or training funded is appropriate.

Educational Supervisors and Clinical Supervisors
Similar to DCT1 Trainees, all DCT2 and DCT3 Trainees will have an official designated Educational Supervisor and clinical supervisors. If you are experiencing any difficulty with the e-portfolio or completing your multi-source feedback or patient satisfaction questionnaires you must inform your educational supervisor who should be able to help you. The DCT Manager should also be informed if any difficulties persist.

Dealing with Issues

If you do have concerns about your training, it is important that you contact your educational supervisor immediately. If you are still not happy after having spoken to the educational supervisor, please contact the Training Programme Director. Alternatively, you can contact the DCT Manager or Associate Dean for DCT.

HEIW and your employer both have responsibilities and generally you should first work with your employing organisation, keeping your Training Programme Director informed of progress.

If there are still unresolved problems contact the DCT Team at HEIW.

Raising Concerns if Patients and Colleagues are at Risk

Dentists must always put the patient’s safety first and act promptly if patients or colleagues are at risk and take measures to protect them. You must take appropriate action if you have concerns about the possible abuse of children or vulnerable adults.

Dentists must be familiar with the Local Health Boards written procedures for raising concerns and be familiar with local procedures for the protection of children and vulnerable adults and know who to refer to for advice.

Concerns should be raised with your employer. However, if they fail to act on your concern, then please contact the DCT Manager at HEIW.

Educational supervisors and Dental Core Trainees must inform the TPD of any significant events at the Health Board concerning the trainee and declare any current investigations by the GDC, Health Board or any other investigation related to their work as a dentist.
Professional Help and Support

Health Education and Improvement
Wales Professional Support Unit (PSU)

HEIW has a Professional Support Unit (PSU) that offers advice and support for all dentists and doctors in training to maximise training opportunity. Referrals can be made via the Director of Postgraduate Dental Education, Associate Dean, Training Programme Director(s) or by self-referral.

Contact:
Telephone: 03300 584 211
Email: HEIW.ProfessionalSupport@wales.nhs.uk
Website: https://heiw.nhs.wales/support/professional-support/
Webinars: https://www.eventbrite.co.uk/organizations/events

Health Education and Improvement
Wales Careers Unit

There have never been more support structures and processes in place to help you develop your career throughout your training pathway. As a dental career progresses, help is sometimes needed with:

- doubts in early months of a new training programme
- unsure about a chosen pathway or not progressing in chosen pathway
- no firm options after a recruitment round
- changes in personal circumstances e.g. health, family
- thinking about resigning

If you feel you need assistance in any of these or allied areas please contact:
Telephone: 03300 585 002
Email: HEIW.MedicalCareers@wales.nhs.uk
Website: https://heiw.nhs.wales/careers/
Useful Websites

Alcoholics Anonymous  
www.alcoholics-anonymous.org.uk

British Association of Oral Surgeons  
www.baos.org.uk

British Dental Association  
www.bda.org.uk

British Society for Oral Medicine  
www.bsom.org.uk

British Society for Restorative Dentistry  
www.bsrd.org.uk

Committee of Post Graduate Deans and Directors  
www.copdend.org.uk

Defeat Depression Leaflet, Royal College of Psychiatrists  
www.rcpsych.ac.uk

Dental Defence Union  
www.the-ddu.com

Dental Protection Ltd  
www.dentalprotection.org.uk/

Dental Public Health  
www.bascd.org

Faculty of General Dental Practice  
www.fgdp.org.uk

General Dental Council  
www.gdc-uk.org

Healthcare Learning for online “webinars” and courses  
www.healthcare-learning.com

Narcotics Anonymous  
www.ukna.org

NHS Careers  
www.nhscareers.nhs.uk

OMFS  
www.baoms.org.uk

Oral Pathology  
www.oralpath.com

Orthodontics  
www.bos.org.uk

Paediatric Dentistry  
www.bspd.co.uk

Special Care Dentistry  
wwwbsdh.org.uk

The Royal College of Surgeons of England  
www.rcseng.ac.uk/career

The Samaritans  
www.samaritans.org.uk

https:/careers.walesdeanery.org/careers-guidance

Other Resources

GDC Standards - Principal 8: Raise concerns if patients are at risk:  
http://www.gdcuk.org/Dentalprofessionals/Standards/Documents/Standards%20for%20the%20Dental%20Team.pdf

Welsh Government Infection Control  

BDA Wales  
https://www.bda.org/waleshome
APPENDIX 1: Professional Support Unit (PSU) Referral Process (2022)

Trainee introduction to PSU:
- Self-referral
- RCP process
- NWSSP
- TPD/ES referral to AD of DCT

Support needs identified
- Email/letter to the PSU

Reasons for referral
- Health / Disability impacting on training progress
- External factors impacting on training progress
- RCP/ARCP Outcome
- Engagement with training
- Fitness to practice issues
- Attaining competencies
- Communication issues

PSU Admin Team contact trainee to
- Arrange date & time for meeting
- Face to face or virtual

Trainee meets Case Manager
- Review training history
- Use coaching to:
  - Explore the support need
  - Explore possible interventions eg LTFT, career options, training support (with targeted Educational Plan), Specialist Services, mentoring, PSU coaching
  - Consider sources of support
  - Consider who to share the summary with (faculty member eg AD, TPD, ES)
  - Agree a targeted plan

Case Manager
- If required, action a referral to Specialised Services (Educational Psychologist (dyslexia), Psychological Services)

Case Manager
- Draft summary of meeting and targeted plan
- Share with trainee for consent

Summary consented by trainee
- Share with consented faculty member(s)

PSU Monitor Progress
- PSU Follow Up
- Review progress
- Re-assess support plan if necessary

Case Closed
- Support need resolved
- Trainee no longer in post
APPENDIX 2: Maps of Main LHB Training Locations

University Hospital of Wales
Dental Hospital, Heath Park, Cardiff, CF14 4XY
Llandough University Hospital
Penlan Rd, Llandough, Penarth CF64 2XX

Road
Llandough hospital is 3.1 miles from Cardiff city centre, around 10 minutes by car.
Directions – From M4 Junction 33 (Cardiff West)
At the Roundabout, take the exit signposted Cardiff (A4232).
Proceed along bypass for several miles, past the exits for St Fagan’s Museum and Barry.
Take the exit signposted Penarth. Take the fourth exit from the roundabout and follow the road over the bridge. At the next roundabout, take the second exit (straight over) and aim to be in the right-hand lane for the set of traffic lights. Make a right turn at these lights, passing the Merrier Harrier public house on your right.
Llandough Hospital’s entrance is 500m along, up the Hill on the left. The Routledge Academic Centre is the four storey building on your right hand side as you drive in. Continue forward for staff and visitor car parks.

Rail
The nearest main line station is Cogan which is 2.9 miles from the City Centre or 0.6 miles from University Hospital Llandough. The 10-15 minute walk is along a busy road, a taxi company is located at the train station. Trains from Barry and Cardiff central run frequently.

Bus
There is a bus stop outside the hospital entrance on both sides of the road. The 95 runs regularly from Cardiff city centre to Barry town centre via Llandough. For further details visit http://www.cardiffbus.com
Morriston Hospital
Heol Maes Eglwys, Morriston, Swansea, SA6 6NL

Road
Cardiff, M4 West (Warning: Speed Cameras along the M4)
Leave the M4 at junction 46, and then at roundabout take the 1st exit onto the A48 Morriston
At mini-roundabout turn left onto Pant Lasau Road
At mini-roundabout continue forward onto Mynydd Gelli Wastad Road
Turn right and arrive at Morriston Hospital.

Rail
If you are coming to Morriston Hospital by train and would like assistance in planning your journey, you may wish to use the National Rail Enquiries Journey Planner.
You can use the Train Taxi website to find details of the taxi companies that serve the train station or look at the local bus times.

Bus
There are regular buses that serve the hospital. Please visit: http://www.traveline-cymru.info/ to plan your journey.
APPENDIX 2: Maps of Main LHB Training Locations continued

Glan Clwyd Hospital
Rhuddlan Rd, Bodelwyddan, Rhyl LL18 5UJ
From Motorway Network (M56) to the A55
The M56 terminates at a roundabout which joins with the A5117. Follow the signposts for Queensferry & North Wales. The road numbers change over the next 5 - 6 miles through A550 & A494 until at the top of a hill outside Queensferry the A55 merges in on the left. Signposts towards Conwy should now be followed.

From Oswestry A5/A483 Roundabout to the A55
Close to Oswestry, the A5, leading from the M54 and the A483 from Newtown, meet at a roundabout and continue as the A5 to a further roundabout near Chirk. From here take the A483 Chirk by-pass and head Northwards towards Chester to a major roundabout junction before joining the A55, signposted for Conwy.

From joining the A55 to the Hospital
Remain on what has become the A55 for approximately 30-35 miles. The Hospital is signposted with official Red logos - denoting an A&E equipped hospital - from the Marble Church exit at Junction 25. A brown Tourist Board sign for Bodelwyddan Castle, to be seen on the left, forms an additional landmark whilst the spire of the Marble Church itself is prominent on the right.

By Public Transport
Rhyl station is served via Chester by Arriva Trains Wales and Virgin’s West Coast Trains services on the London Euston/Creve-Holyhead and Manchester-Holyhead routes contained in the All Line Timetable. Crewe is approximately 1 hour’s journey, with Manchester being 1½ hours, Birmingham New Street 2 hours, London Euston 3 hours and Cardiff just under 4 hours. Timetable information appears on the Public Transport page.

Arriva Cymru bus routes serve the hospital and depart from outside the railway station with a journey time of 17 minutes. A reduced, approximately hourly, service operates in the evening whilst on Sundays and public holidays, the service, is also hourly. Timetable information appears on the Public Transport page.

Alternatively, the station taxi rank normally has a number of licensed taxis waiting. Return taxis are frequently available from the hospital, telephone numbers being available in directories such as Yellow Pages.

NB: Some sessions of the North Wales DCT1 scheme may be held in the Wrexham Medical Institute adjacent to Wrexham Maelor Hospital, or the postgraduate education centre at Ysbyty Gwynedd in Bangor. Changes from our usual venue will be clearly shown on your advanced timetable and directions will be supplied as required.
APPENDIX 2:  
Maps of Main LHB Training Locations continued

Dental Postgraduate Department, Prince Charles Hospital  
Merthyr Tydfil, Mid Glamorgan, CF47 9DT  
Telephone: 01685 721721 (Outpatients and Dental Hospital 12,13,14,15)

Please note the location of the DPGU has moved from the main Hospital to the ground floor of Unit 3 which is adjacent to the contractors 3 storey offices on the right hand side as you enter the Hospital Grounds.

If you require further information please contact Gaynor Owen 07803 585069
HEIW Privacy Notice for Dental Core Trainees

This privacy notice is intended to provide transparency regarding what personal data HEIW will collect about you, how it will be processed and stored, how long it will be retained and who will have access to your data.

HEIW is a data controller in respect of the personal data it holds concerning Dentists in Wales.

Personal data is information from which an individual can be identified either directly or indirectly when the information is read in conjunction with other data that a data controller holds.

From 25 May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation and this is the principal piece of UK legislation concerning personal data. HEIW is subject to the General Data Protection Regulation.

Dental Core Trainees (DCTs) should be aware that this privacy notice applies to all the processing of your personal data by HEIW in relation to or arising from your role.

Why your personal data is collected

Your personal data is collected and held for the purposes of:

• supporting the management of the training programmes – personal data collected for this purpose will be kept in your training file, which will typically contain your recruitment data (Application form, recruitment documentation and an immigration records), Interim Record Competency Progression (IRCP) and Final Record of Competency Progression (RCP) summary and any significant communication and information pertinent to the effective management of your training and education.
• to quality assure training programmes and ensure that standards are maintained - via local and national quality assurance teams such as feedback opportunities following each Study day with Training Programme Directors (TPDs).
• identifying workforce planning targets – your data may be used to determine areas that we can focus on to help build the dental workforce in Wales
• maintaining patient safety through the management of performance concerns. – Your personal details may be shared with the General Dental Council (GDC) should there be significant concerns regarding your fitness to practice.
• to communicate with you about training opportunities, events, surveys, Electronic Personal Development Portfolio (EPDP) activity and information that may be of interest to you.
• to facilitate a transparent approach to Dental Core Training in Wales
• to support and advise all stakeholders involved with Dental Core Training in Wales
• to ensure we are able to provide DCT welfare / pastoral care if necessary
• safeguarding information
• accessing library resources

The functions of HEIW are carried out in the public interest. The processing of DCTs personal data is necessary for the purposes of those functions. Sensitive personal data that we may need to share includes information relating to your health or criminal record should your employer or the GDC need to be made aware.

How your personal data is collected

Personal data is collected when you enter the DCT National Recruitment process and submit the Dental Core Training Educational Agreement. Personal data is also captured and stored on the e-PDP for one year.
How your personal data is kept secure
Access to your personal data is restricted to the authorised team within Health Education England (HEE), and the DCT Team within Health Education and Improvement Wales (HEIW).
Your personal data will be retained for six years after you have left your DCT role, at which point your personal data will be confidentially and securely destroyed.

How and why your personal data may be shared
This information is kept in a hidden electronic database with limited access.
Your personal data may be shared with:
- Welsh Government
- NHS Shared Services (NHSSS)
- NHS Wales Shared Services Partnership (NWSSP)
- NHS Business Services Authority (NHSBSA)
- Performers list
- Local Health Boards (LHBs)
- Health Education England (HEE) - for the Electronic Personal Development Portfolio (EPDP)
- Committee of Postgraduate Dental Deans and Directors (COPDEND)
- Third parties for reporting or research purposes

HEIW will only transfer your personal data to third parties using secure channels and where it is needed to manage your Dental Core Training role, for example issues with performance and professional registration and integrity or issues relating to payments.

HEIW will not transfer your data unless it is satisfied of the following matters:
1. That there is a fair and lawful basis to share your personal data with the third party.
2. The data will be handled by the third party in accordance with the law on data protection.

Where the data is used for analysis and publication by a recipient or third party, any publication will be on an anonymous and aggregated basis, and will not make it possible to identify any individual. This will mean that the data ceases to become personal data.

Third parties may include the following non-exhaustive list: British Dental Association (BDA), Welsh Government, GDC, Occupational Health, Health Inspectorate Wales (HIW).

Your rights and responsibilities
It is important that you work with us to ensure that the information we hold about you is accurate and up to date so please inform Health Education and Improvement Wales (HEIW) immediately if any of your personal data needs to be updated or corrected.

All communications from HEIW will normally be by email. It is therefore essential for you to maintain an effective and secure email address or you may not receive information.

If at any point you wish to gain a copy of your personal data that is held by HEIW you may submit a subject access request in writing.

In certain limited circumstances, you have a right to object to processing that is likely to cause you damage or distress, or to any decisions made by automated means that significantly affect you.

You also have a right to have inaccurate personal data rectified, blocked, erased or destroyed.

If you wish to exercise any of these rights or have any concerns in relation to how your personal data is processed, please contact HEIW.

Should you wish to learn further information about data protection, please visit the Information Commissioner’s Office (ICO) web site. The ICO deals with complaints about how data controllers have dealt with information matters and provides useful guidance.