# Dental Therapy Foundation Training Scheme

## Therapist Information & Application Process 2025/2026

### Introduction

The Dental Therapy Foundation Training (DTFT) Scheme has been developed to help ease the journey of the newly qualified dental therapist from undergraduate working to working successfully in a general dental practice or community dental services environment.

The scheme places particular emphasis on providing continued support and education for newly qualified dental therapists in a clinical environment, as well as assisting the development of personal skills and knowledge through the education programme. Dental therapy foundation trainees will be encouraged to further develop critical thinking and evidence-based practice during the year.

This handbook is designed to explain the details of the DTFT scheme.

Should you wish to apply for this scheme, please read this handbook carefully and complete the form below.

[Dental Therapist Expression of Interest Form for Dental Therapy Foundation Training](https://forms.office.com/pages/responsepage.aspx?id=slTDN7CF9UeyIge0jXdO40HsYJl0cuhFs7Z-6tzBn7pURExNVlVUUkhJWFQyQkNaVzYwUk43SUJOSC4u)

If you require further information please don’t hesitate to contact Benjamin Hewett ([benjamin.hewett@nhs.net](mailto:benjamin.hewett@nhs.net)) or [england.dentaltherapy.sw@nhs.net](mailto:england.dentaltherapy.sw@nhs.net)

### Outline of the scheme

This section gives the prospective dental therapist an insight into the format of the scheme. Any further questions should be directed to Benjamin Hewett who can forward to the Training Programme Managers (TPM).

#### Where will I work?

The training practices and services have been carefully selected through a rigorous selection procedure. Prospective trainers must demonstrate a commitment to training and education as well as having be3en judged to offer both guidance and the environment necessary to provide good training experience.

Educational supervisors (ES) are either experienced dental therapists or dentists and many have also been Dental Foundation ESs.

The role of the trainer on the DTFT scheme is to provide support to the trainee; this will be in the form of clinical support where necessary, one-to-one teaching in the form of tutorials as well as advice and assistance with non-clinical issues.

#### How many days will I be employed?

The scheme is for 3 days per week for a full calendar year. The scheme starts on 1st September and finished on 31st August. These start and finish dates are non-negotiable. As your commitment to the scheme is for 3 days only, you are free to negotiate alternative work for the time you are not committed to the scheme. This will allow you maximum choice and flexibility.

#### What days will I work on?

The only day we specify that you work will be the days that have a study day. This often falls on a Thursday but may also include a Friday. Thursdays are a definitive requirement but Friday’s may be open to negotiation – please contact us if you’d like further information about this. The other days are negotiable with your training setting and will depend on their existing commitments. We expect you to be working as a dental therapist in your chosen practice or setting for two days per week, covering the full scope of practice as a therapist, the third day will be used for study days/community engagement, home based study etc.

#### When does the scheme start?

This scheme will begin on Monday 1st September 2025. This date is non-negotiable and all dental therapy foundation trainees will be expected to be available for the duration of this first week.

#### What is the salary?

This is an employed position and the salary follows national guidance for an NHS Agenda for Change Band 6 salary. Based on April 2024, this is £37,338 per annum which equates to £22,402.80 pro rata for three days per week.

#### Am I entitled to annual leave?

Yes, you will be entitled to 4 weeks annual leave pro rata, which will equate to 12 days over the full year.  You are also entitled to bank holidays on a pro rata basis, this equates to 5 days per annum.  This will be added to your annual leave allowance and any bank holidays which fall on your normal working DTFT day will be taken as annual leave.  **You may not take holidays that coincide with the study day**.

#### What is special about my appointment?

You will be on a fixed salary for 3 days per week, this covers both days in practice and any educational days included in the programme.  This will allow you to manage patients free from financial pressures.  You also have the benefit of an assured income from the end of the first month in practice.  You will be employed on a formal contract and be assured 12 days (4 weeks pro-rata) paid holiday during the year.

#### What study days will I attend?

The educational programme for the scheme consists of a minimum 12 study days throughout the year. These are held regularly and may occasionally have a residential element (full travel and accommodation costs will be covered where applicable).

Study days often take place alongside foundation dentists but there are several therapy specific study days throughout the year.

Study days will take place at locations within the South West area or on an online platform.

The study days are a mixture of seminar presentations, problem-solving workshops, and ‘hands-on’ sessions. There is also a self-directed learning opportunity included in the programme.

Topics are varied, and typically include:

* Periodontal disease diagnosis and treatment planning (study day led by Professor Iain Chapple)
* Management of head and neck cancer patients
* Oral mucosal disease
* Clinical photography
* Anterior composites
* Well-being
* Human factors
* Posture (Hands on)
* Paediatric dentistry

We have a certain degree of flexibility with study days and are open to suggestions of study days that you feel would benefit you.

Attendance at study days is mandatory in order to receive your completion certificate at the end of the year. A record of attendance is kept. Verifiable CPD certificates are issued. If you are unwell on a study day, it is vital that you let your training programme manager know by 09:00. A medical certificate may be required.

#### Community based project

Foundation Dental Therapists (FDT) will be embarking on a project to engage with the local community to improve oral health and quality of life for those who have difficulty in accessing dental care.  This correlates to the current CDO’s objectives for the delivery of oral health care in England and the NHS. This can be joint with the Foundation Dentists (FD) in your area if you wish.

#### How will I know how I am progressing?

Regular feedback will be provided by your ESs and training programme managers and recorded in several ways:

1. E-portfolio

An e-learning portfolio will be used throughout the training year.  This has various elements, commencing with an agreed record of discussion between the ES, and Therapist at the start of the year, where each notes their expectations of what is to be achieved.  There will be progress reviews at intervals during the year both with the ES and TPM.  The FDT will also complete an initial record of clinical experience to help identify areas where the FDT might wish to have more experience or assistance.  Clinical experience during the year, tutorials and self-reflection are also captured by the portfolio.

1. Educational assessments

During the year, the trainee will carry out self-assessments and be assessed by the trainer and other colleagues using nationally recognised workplace-based assessment tools.  These are to ensure that the trainee receives regular structured feedback and is aware of his/her own progress.  A patient satisfaction survey and multi-source feedback questionnaire will also be conducted mid-way through the year which will allow trainees to receive useful and honest feedback about their manner as perceived by their own patients and colleagues.

1. Online learning

The educational programme includes several core learning packages which are completed by foundation dental therapists during the year.  Modules include Safeguarding Vulnerable Adults and Young Children and Information Governance.

1. Case presentations

An essential component of the scheme is the presentation of a patient case you have been treating during the year.  This is an opportunity to demonstrate your clinical work self-assessment skills to a panel who will give feedback to build on your knowledge, and ability to reflect on the treatment.

1. Clinical audits

As part of your development process, you will be required to complete at least two audits, radiography and record keeping.

1. Review of competence progression

At various stages of the year (6-8 weeks, 6 months, and 10 months) you, your ES and your TPM will have the opportunity to feedback and assess your progress to date.  This is a formal process and is designed to highlight any areas where you may need more help or targeted training.  If further training is required, an action plan will be developed and implemented.  This process is designed to support you and your trainer during the year.

1. Completion

At the end of the programme, provided all necessary work is completed and evidenced in the portfolio the Postgraduate Dental Dean will issue a certificate of completion.

### Application

#### How do I apply?

Applications will open on 23rd January 2025 and close on 31rd March 2025.

The application form can be accessed on our [Dental Foundation therapy applications - Dental](https://dental.southwest.hee.nhs.uk/about-us/dental-foundation-therapist-programme/dental-foundation-therapy-applications/) page.

#### How do I get appointed?

Suitable applicants will be informed by 18th April 2025. Recruitment to training practices will be mutual agreement between Educational Supervisor and applicant.

Interviews will then be held with the appointed training practices and ESs.

Recruitment will be by individual applications to training practices who will undertake their own recruitment process and select candidates accordingly.

Provisional offers will be made to successful applicants by June 2025.

You will have until June 2025 to confirm your acceptance when the Deanery will be notified of each successful candidate.

#### Confirming your acceptance

You must formally accept the offer made to you by e-mail by 09:00 hrs on 24th June 2025.

If you agree to accept a position you are bound by the legal and ethical frameworks that exist in any recruitment procedure.  Do not accept a position until you are certain that you are able and wish to accept the appointment.  You will be asked to sign a ‘Letter of Intent’ (pre-contractual agreement) before the start date of the scheme, as this gives a sense of security to both parties.  If you do not accept the offer within the agreed timeframe, the post will be offered to another applicant on the reserve list.

Both the Educational Supervisor (ES) and the Foundation Dental Therapist (FDT) will sign a training agreement with the Postgraduate Dental Dean.

#### What if I have problems?

If you do have concerns about your training, it is important that you contact your ES immediately.  If you are still not happy after having spoken to your ES, please contact your TPD.

NHS England South West and your employer both have responsibilities and generally you should first work with your employing organisation, keeping your TPM informed of progress.  If there are still unresolved problems, contact the Dental School Office.  There are also organisations which can help foundation trainees in personal trouble, and the TPM can advise you further.

#### What if I want to stay in the practice at the end of the training contract?

At the end of the year your contract is completed, and any continuation of employment is by mutual consent and separate arrangement with your training practice or setting.

### Key Contacts

For further information please contact any of the below:

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| Benjamin Hewett | Scheme Administrator | [Benjamin.hewett@nhs.net](mailto:Benjamin.hewett@nhs.net) |
| Ingrid/Demelza Bowden | Training Programme Manager | [Ingrid.bowden@nhs.net](mailto:Ingrid.bowden@nhs.net) |
| Harriet Buley-Snell | Training Programme Manager | [Harriet.buleysnell@nhs.net](mailto:Harriet.buleysnell@nhs.net) |
|  |  | [england.dentaltherapy.sw@nhs.net](mailto:england.dentaltherapy.sw@nhs.net) |

Please read on for the person specification for prospective Dental Therapy Foundation Trainees.



### Dental Therapy Foundation Trainee: Person Specification

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|  | **Essential** | **Assessment** |
| *Employment Requirements* | * UK National or visa that allows employment * Disclosure and Barring Service clearance in full by 1st September 2025 * Able to take up post on 1st September 2025 | Application |
| *Qualifications/Training* | * Eligible for registration with the GDC as a Dental Therapist by 1st September 2024 * BSc/Diploma in Dental Hygiene and Therapy by 1st September 2025 (we will accept applicants from Dental Therapists who have qualified in the last two years (so either from 2024, or 2025) | Application |
| *Communication* | * A high level of communication and language skills * High level of written and spoken English | Interview |
| *Management and Leadership* | * Ability to prioritise clinical need * Ability to organise own work and environment * Able and willing to work in multi-professional teams * Decisiveness/accountability for actions * Complies with GDC standards and meets deadlines | Interview/References |
| *Professionalism* | * Good time keeping * Ability to work under pressure and maintain professional manner when doing so * Shows awareness of own limitations and seeks support when required * Demonstrates inclusivity to patients and colleagues * Shows knowledge of evidence-informed practice * Probity – displays honesty, integrity, awareness of ethical dilemmas and respect of confidentiality | Interview/References |