

**Agreement between Trainer and Postgraduate Dental Dean**

- 1 This is to confirm that you have been approved as a trainer in general dental practice by NIMDTA. The approval will be for one year commencing August 2010.
- 2 The purpose of this agreement is to set out the terms of your approval as a trainer. Nothing in this document should be construed as creating an employment relationship or conferring upon you any rights, statutory or otherwise, as an employee. This is not a contract of employment.
- 3 Your obligations as a trainer are as follows:
  - (a) to employ a Vocational Dental Practitioner as a salaried assistant under the terms of the standard contract for Vocational Dental Practitioners and before the Vocational Dental Practitioner starts work to deposit a copy of the signed contract with the postgraduate dental dean and to inform the dean in advance of any intended variations in the contract (such variations to be approved by the dean prior to the commencement of the Vocational Dental Practitioner's employment).
  - (b) to work in the same premises as the Vocational Dental Practitioner in a surgery to which the Vocational Dental Practitioner has good access, for not less than three days per week
  - (c) to develop and implement a comprehensive induction programme in keeping with the elements and timeliness outlined in the Training Portfolio. This requires the Trainer to be present within the training practice for at least 3 days per week during the initial induction period which commences from the first Friday in August. Induction should last a minimum of eight weeks.
  - (d) to provide the Vocational Dental Practitioner with adequate administrative support and the full-time assistance of a suitably experienced Dental Nurse.
  - (e) to ensure that if the Vocational Dental Practitioner is involved in either out-of-hours services or domiciliary care that you are present with the Trainee at all times. Additionally in the case of out-of-hours services ensure that the trainee does not have any involvement within the first 3 months of the training contract.
  - (f) to be available to the Vocational Dental Practitioner for guidance in both clinical and administrative matters, and to be able to provide help to the Vocational Dental Practitioner on request or where necessary.
  - (g) to prepare and conduct regular weekly tutorials for the Vocational Dental Practitioner within normal practice hours, excluding lunchtime (such tutorials to be of at least one hour's duration. You are required to provide at least 39 tutorials during the training year excluding dedicated one to one induction training).
  - (h) to allow and require the Vocational Dental Practitioner to attend the study course of approximately 30 days as set out in the published programme and to ensure that the Vocational Dental Practitioner's holidays do not lead to absence from the study course.
  - (i) to provide the Vocational Dental Practitioner with satisfactory facilities (including an adequate supply of hand pieces and instruments sufficient to allow them to be sterilised between patients) and relevant opportunities so that a wide range of NHS practice is experienced and so that as far as is reasonably possible the Vocational Dental Practitioner is fully occupied.
  - (j) to monitor and assess the Vocational Dental Practitioner's progress and professional development using the Training Portfolio provided for this purpose, deploying the stipulated methods including

Direct observation of Procedural Skills (DOPS), Case Based Discussions (Cb-D) and to give feedback to the Vocational Dental Practitioner, and to liaise with the VT adviser as necessary.

- (k) to ensure that the Vocational Dental Practitioner's professional development portfolio and the processes involved in assessment are maintained and kept up to date which includes completion of 18 DOPs, 9 Cb-D, PAQS and TABs in the stipulated time frame .
  - (l) to acquire the skills necessary to undertake the role of trainer and to undertake training in assessment through participation in educational courses prior to the employment of a Vocational Dental Practitioner in the practice and during the training period, as required.
  - (m) to be involved in 14 sessions of approved VT educational activity during the training year, including attendance at any joint trainer/trainee days organised as part of the study day programme for Vocational Dental Practitioners.
  - (n) to attend trainer meetings and end-of-scheme assessment sessions as required as well as participation in 360° appraisal when introduced.
  - (o) to set time aside to be available for **all** VT adviser's visit(s) as required including ad hoc visits, planned and unplanned, for quality assurance.
  - (p) to provide reference materials for the use of the Vocational Dental Practitioner.
  - (q) to advise on the final certification of the Vocational Dental Practitioner's completion of vocational training.
  - (r) to inform the Dental Dean (in writing) if your circumstances or those of the Vocational Dental Practitioner or the practice change in such a way as to alter the contract of employment between yourself and the Vocational Dental Practitioner and your ability to fulfil the requirements of this agreement..
  - (s) at the request of the Dean to provide any documentation or information relevant to the VT scheme within 14 days.
  - (t) To comply with all changes that may be introduced as part of the ongoing review of VT
  - (u) Although, as a trainer, you benefit generally from indemnity cover as set out in Indemnity Arrangements letter, a copy of which is attached, you acknowledge that in circumstances where you act (or fail to act) in a way which results in a breach of your obligations under this agreement this indemnity cover shall not have effect and you agree to indemnify NIMDTA in respect of all costs, claims, proceedings or actions whatsoever arising out of a breach by you of your obligations under this agreement.
- 4 Any breach of the obligations set out above shall be deemed a fundamental breach which shall terminate this agreement immediately, effectively withdrawing your approval as a trainer.
- 5 Upon commencement of a Vocational Dental Practitioner's employment in your practice you will be paid a training grant at the rate set in the Statement of Dental Remuneration by the Business Services Organisation (BSO). The grant is superannuable, and will be paid monthly in arrears with your schedule of NHS payments. A maximum of 12 monthly payments will be payable in respect of a full-time Vocational Dental Practitioner. You will also receive the fees earned by the Vocational Dental Practitioner.
- 6 The salary paid by you to the Vocational Dental Practitioner will be at the rate set in the Statement of Dental Remuneration. This will be reimbursed to you, (together with employer National Insurance Contributions,) monthly in arrears with your NHS schedule.
- 7 Exceptionally, the training contract may be extended beyond one year for a full-time Vocational Dental Practitioner as determined by the Postgraduate Dental Dean..

I have read and understand the details contained in this document and agree to adhere to this agreement

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Trainer

\_\_\_\_\_  
Trainer (BLOCK CAPITALS)

IF THE APPOINTED TRAINER IS NOT THE PRACTICE OWNER, PLEASE COMPLETE THE SECTION BELOW.  
THIS SHOULD BE SIGNED BY ALL PRACTICE OWNERS.

I am the practice Owner and I agree that the above named dentist has my agreement and support in this role of trainer and that I will be bound by the same terms and conditions.

Signed practice Owner

Name \_\_\_\_\_ Date \_\_\_\_\_  
BLOCK CAPITALS

Signed \_\_\_\_\_  
Practice Owner

Name \_\_\_\_\_ Date \_\_\_\_\_  
BLOCK CAPITALS

Signed \_\_\_\_\_  
Practice Owner

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postgraduate Dental Dean