

Training Practice Assessment Report



FOUNDATION TRAINING IN NORTHERN IRELAND

PERSONAL DETAILS

Surname:

Forename:

Surname:

Forename:

(For Joint Educational Supervisors)

Practice name:

Practice address:

Postcode:

Telephone number:

Mobile Number:

Email address:

Date of most recent RQIA inspection :

A copy of the outcome of the most recent inspection must be available on the day

Date of NIMDTA visit:

Visited by :

Information for the Practice Assessment

What is the purpose of a Practice Assessment?

The purpose of practice assessment is to assess the prospective training practice to determine if it can provide a suitable learning environment for a Foundation Dentist.

Assessment Methods

The Visiting Team will seek evidence throughout the assessment using the following methods:

- Inspection of physical records and equipment
- Observation
- Discussion with practice staff

Time of Assessment

The assessment visit must take place during normal working hours (lunchtime is not a suitable time as the visitors will need to see the normal working environment and engage with other staff). You are required to be available throughout the assessment.

Assessment Feedback

At the end of the assessment visit, you will receive a brief verbal summary of the Visiting Team's findings. A detailed report will be written and a copy sent to you within 10 days of the visit. The purpose of this report is to provide you with feedback on the findings of the Visiting Team and also to help you develop your practice as a learning environment. The assessment will conclude with one of the following:

- 1 Suitable as a training practice
- 2 Suitable as a training practice subject to completion of an action plan within a prescribed time limit
- 3 Currently unsuitable as a training practice

Practices that are assessed as either 1 or 2 above will have the opportunity to proceed to Stage three of the application process.

Practice Assessment Certificate

The practice assessment certificate, once awarded, will be valid for **3 years**, subject to maintaining the required standard of practice assessment and any changes introduced in Northern Ireland.

What's involved in Practice Assessment?

The Visiting Team will seek evidence of good practice in the following areas during the assessment. The visitors will also clarify you and your team's understanding and application of these areas through appropriate questioning.

- **Staff complement, training & development**
- **Compliance with statutory regulations**
- **Good clinical practice**
- **Facilities for Foundation Dentist**
- **Health Service commitment**

Staff Complement, Training & Development

There should be at least one dental nurse per dentist and adequate reception staff. Staff should have appropriate qualifications and/or record of training. Staff should be encouraged to identify their own training needs and be supported in ensuring their needs are met.

- What development opportunities have staff taken within the last 2 years?

- Have you records of staff training and development?
- How do you ensure that staff have the opportunity to apply their learning after training and development has taken place?
- How often are team meetings held?
- Do you have minutes from these meetings?

Good Clinical Practice

The Visiting Team will want to see evidence that the practice is compliant with current good clinical practice. They will want to see evidence to include good cross infection control, compliance with current practice in radiography and effective use of support staff.

- Is there a working intra-oral machine in the Foundation Dentist's Surgery?
- How are instruments cleaned/ sterilised between patients?
- How do you ensure your radiographs are of an acceptable level?
- How do you manage cross-infection control within the practice?
- How do you ensure PPE is routinely used by all clinical staff?
- How do you manage your own development as a clinician?
- What CPD courses have you attended over the last 2 years? Have you certificates for these?
- How do you monitor standards within the practice?

Facilities for the Foundation Dentist

The surgery should be at least 9 sq. metres. It should be suitable for low seated, close support dentistry and equipped to current standards. There should be a rubber dam kit and adequate instruments for examinations, conservation, endodontics, periodontics, oral surgery and prosthetics. There should be sufficient instruments (including hand pieces) to allow autoclave sterilisation between patients. Disposable items should not be re-used. There should be easy access between the Educational Supervisor's and Foundation Dentist's surgeries.

- Where do you intend to site the Foundation Dentist's surgery?
- Is the surgery suitable as a teaching and learning environment?
- What arrangement is provided for a suitably experienced registered nurse?
- What equipment will you make accessible in the Foundation Dentist's surgery?
- How will you ensure that the Foundation Dentist has adequate patients?
- How will you prepare your staff and patients for the foundation dentist starting work?
- What experience do you have of teaching and learning within the workplace?
- What reference materials are available within the practice?

Health Service Commitment

There should be evidence of sufficient patients for the Foundation Dentist at the time of the practice assessment. The Foundation Dentist must be allowed to provide a wide range of Health Service treatment.

- How will you ensure that your Foundation Dentist experiences a wide range of patients?
- How will you ensure that your Foundation Dentist carries out a wide range of treatment within the Health Service?
- How do you allocate new patients in the practice?
- How can you demonstrate that the patient numbers will be sufficient to keep the Foundation Dentist fully occupied?
- How will you manage your own patient list during the training year?

SECTION ONE – PRACTICE DOCUMENTATION

The following documentation is deemed essential and the potential Educational Supervisor has stated it will be available within the practice prior to the visit. The visiting team should assure the availability of each item at the visit.

Documentation	Available Yes/No
Professional indemnity certificate (please document annual subscription fee on certificate)	
GDC Annual practicing certificate for potential Educational Supervisor	
Current SDR	
BNF	
Evidence of verifiable continuing professional development for potential Educational Supervisor (range of certificates of participation over previous 18 months)	
Evidence of GDC registration of nursing staff	
Evidence of verifiable continuing professional development for DCPs (range of certificates/ evidence of participation in in-house training sessions)	
Evidence of all clinical staff being vaccinated against Hepatitis B	

SECTION TWO - AREAS FOR ASSESSMENT

1. **Staff Complement, Training & Development**
2. **Compliance with Statutory regulations**
3. **Good Clinical Practice**
4. **Facilities for the Foundation Dentist**
5. **Health Service Commitment**

1 STAFF TRAINING & DEVELOPMENT

There should be at least one nurse per dentist and adequate reception staff. Staff should have appropriate qualifications and/or record of training. There should be evidence of training. Staff should be encouraged to identify their own training needs and be supported in ensuring their needs are met. Details of CPD should be available for the last 18 months for the entire dental team. If a staff member has been on protracted leave, participation in CPD over the last 2.5 years should be examined.

	Yes	No	N/A
Are regular team meetings held?			
Is there evidence of these meetings taking place? (minutes, action plans)			
Is staff appraisal conducted on at least a yearly basis? (appraisal can take the form of a 1:1 documented meeting to discuss future development opportunities)			
Is there evidence of appraisal within the workplace? (Appraisal documentation, records of meetings)			
Evidence of staff training and development opportunities for all GDC Registrants (in house training records, course certificates)			
Are these current and up to date?			
Is there evidence of the training being implemented in the workplace? (good practice implementation e.g., cross infection control, clinical attire, radiation QA processes adhered to)			
Visiting Teams comments (Visiting Teams should examine sample of records and talk to staff to provide evidence)			

2 COMPLIANCE WITH STATUTORY REGULATIONS

	Yes	No
EMERGENCY PROCEDURES		
Does the practice have portable oxygen, emergency drugs and equipment on site?		
Example question: A patient has collapsed in the waiting room, what would you do?		
Evidence Seen	Yes	No
Date of last Basic Life Support Training for staff members Certificate seen?		
What is your protocol for checking all drugs are up to date?		

3 GOOD CLINICAL PRACTICE

The visiting team will want to see evidence that the practice is compliant with current ideas of good clinical practice. They will want to see evidence to include good cross infection control, compliance with current practice in radiography and effective use of support staff.

RADIOGRAPHS

It is anticipated that greater than 70% of radiographs will be at Grade 1 quality. In the event this is not the case additional steps may be required (i.e. requesting an internal audit be performed and the report reviewed).

NUMBER OF X-RAYS VIEWED:

GRADE 1

BELOW

RECORD KEEPING

Yes

NO

Are record cards kept securely?

Is there an up to date medical history checked at commencement of last course of treatment?

Is there evidence that dental notes are regularly updated?

Is there evidence of periodontal monitoring?

Is there evidence of sextant/full mouth periodontal charting as appropriate?

Is there evidence of treatment planning and treatment options?

Does the practice provide conscious sedation?
(Documented evidence of staff training for those involved in sedation if applicable)

Is there evidence of written consent if required?

Note to assessors – a sample of at least 20 records across the practice should be randomly selected and results recorded below.

How are medical histories recorded?

Note to assessors – a sample of at least 20 records across the practice should be randomly selected and results recorded below

[illegible]

4 FACILITIES FOR THE FOUNDATION DENTIST

The surgery for the Foundation Dentist should be at least 9 sq. metres. It should be suitable for low seated, 4 handed dentistry and equipped to current standards. There should be a rubber dam kit and adequate instruments for examinations, conservation, endodontics, periodontics, oral surgery and prosthetics. There should be sufficient instruments (including hand-pieces) to allow autoclave sterilisation between patients. Disposable items should not be re-used. Ideally there should be easy access between the Educational Supervisor's and Foundation Dentist's surgeries.

	Yes	No	N/A
Is the Foundation Dentist's surgery greater than 9 square metres?			
Is the surgery suitable for low-seated dentistry?			
Please provide the name of the suitably experienced registered nurse(s) who will be allocated to provide exclusive assistance to the Foundation Dentist (September-November): (The allocated nurse should have been with the practice for at least 12 months employment)			
Is a copy of their GDC registration certificate(s) available?			
Valid until:			
Describe the provision of support staff in the practice: (per full time equivalent)			
Number of reception staff:			
Number of nursing staff:			
Number of dentists:			
	Yes	No	N/A
Is there a working light cure unit in the Foundation Dentist's surgery?			
Is there a rubber dam kit within the practice?			
List the contents of the rubber dam kit?			

Are there adequate instruments available for examinations, conservation, endodontics, periodontics, oral surgery and prosthetics?

Yes

No

Are there at least 3 fast hand-pieces, 3 slow hand-pieces, 3 scaler tips and 3 '3 in 1' tips for the exclusive use of the Foundation Dentist?

	Yes	No
3x FHP		
3x SHP		
3x Scaler Tips		
3x '3 in 1' Tips		

How many operating surgeries are there within the practice?

Number:

How many autoclaves are there within the practice?

Number:

If only 1 autoclave, what is the protocol if your autoclave breaks down?

	Yes	No	N/A
Is there a viewer for radiographs?			
Are there beam-aiming devices available?			
Is there easy access between the Educational Supervisor's and Foundation Dentist's surgery?			

Assessor comments

5 HEALTH SERVICE COMMITMENT

The workload of the practice is important, the Educational Supervisor needs adequate time to meet the training commitment but the practice must demonstrate that it can provide sufficient experience for the Foundation Dentist. There should be evidence of sufficient patients for the Foundation Dentist, either in taking on an established list or transfer of patients from another dentist within the practice's list. For new practices, there must be evidence of current patient numbers being able to support the addition of a Foundation Dentist at the time of the visit. The Foundation Dentist should be allowed to provide a wide range of Health Service treatment. A Failure to provide sufficient work for the Foundation Dentist to gain experience and to fulfil the assessments for satisfactory completion may result in the Foundation Dentist being removed from the practice.

Number of patients immediately available to Foundation Dentist:

What evidence is there that there are sufficient patients for the Foundation Dentist? (appointment book for all current clinicians within the practice, advance booking within the book, colleague departing, colleague reducing hours etc)

Can the practice provide the Foundation Dentist with more than 10 patients per day?

Yes

No

What evidence is there of the provision of a wide range of treatment?
(Range and pattern of treatment within SDR, evidence within patient records, lab bills etc.)

Are crowns, root canal treatment, cobalt chrome dentures and extractions currently being provided within the practice under the Health Service?

If not, which elements are not? (substantiate by asking staff and checking records/ appointment book)

Yes

No

Comments:

Does the applicant understand that the Foundation Dentist must be able to provide any treatments within the SDR under Health Service arrangements?

Yes

No

Section 2

The educational environment – the Trainer as an educator

What should the visiting team look for?

a) Education structure/Supervision

- How will the ES(s) complete a needs assessment with their trainee(s)? How would you know what your FD's learning needs were?
- What Needs assessment tools will be used? What assessment tools are utilised during DFT?
- How will you optimise the teaching and learning opportunities within the practice? ES needs to demonstrate understanding and application of adult teaching and learning theories
- How will the ES ensure that the trainee is properly inducted?
- How will the ES agree an educational plan with the trainee? What do you think are the important elements of an educational plan and why?
- What will be the process for the FD to ask for help? (Knock doors, computer alerts, phone calls?) How would you manage a situation when your FD calls you to assist with an extraction? How would you deal with situation when FD says a crown doesn't fit?
- Discuss with the ES how they might handle trainees with cause for concern? How will you manage an FD who was not progressing at the rate you anticipated? Who would you discuss an FD failing to progress with? Needs to demonstrate understanding of open and honest discussions with FD, keeping NIMDTA informed and escalating after local measures have failed to resolve. Discuss common problems
- What do you think the role of an ES is? Needs to demonstrate an understanding of the roles of teacher, supervisor, colleague, mentor, role model, employer, friend
- How would you prepare a tutorial? Demonstrate understanding of the need for structured process in developing educational resource and the importance of evaluating outcome

Evidence: Completed certificate clinical education or equivalent, attended learning styles course and certificate available, completed assessment and feedback course within 3 years and certificate available, supporting learners course attended and certificate available within 3 years

b) ePortfolio

- How will the ES manage the ePortfolio during their working week?
 - How will feedback be given to the FD?
 - How will the ES support the FD with preparation for IRCP, FRCP, case presentation, part 1 professional exams?
 - Has the practice 'bought in' to training? Discuss protected time for the trainer, support from other partners etc.. How will ES manage own patient list during training year?
 - As an ES how will you encourage FD engagement with the e-portfolio?
 - How will the ES deal with lack of engagement?

Suggested evidence- accredited postgraduate courses completion/qualifications, engagement with principal/partners in practice at visit, have addressed reduced clinical output of ES, completed assessment and feedback course within last 3 years and certificate available

c) Trainer development

- How will you develop in your role as an ES?
- Do you have a current PDP? Discuss the need for training element to be introduced
- Are you aware of development opportunities for ESs and other clinical teachers?

Suggested documentation/ evidence

ES PDP, GDP PDP, certificates from development activities

d) FD workload

It is also important that the FD, whilst gaining sufficient experience, is not overwhelmed with their workload. Discuss how you plan to oversee this

Suggested documentation/ evidence

Patient list of any current FD, expectations of ES about output, current advance booking of appointments for all dentists in practice

Notes for your own use:

1. What areas of good practice have you identified?

2. What areas for development have you identified / evidence not provided / recommendations?

3) Any other comments

Outcome:

- 1 Suitable as a training practice
- 2 Suitable as a training practice subject to completion of an action plan within a prescribed time limit
- 3 Currently unsuitable as a training practice

Signed:
(NIMDTA Adviser)

Date:

Signed:
(External Assessor)

Date:



NIMDTA
BEECHILL HOUSE
42 BEECHILL ROAD
BELFAST
BT8 7RL

TEL: 028 9040 0000

@: DENTALCOURSES.NIMDTA@HSCNI.NET
@: DENTALFOUNDATION.NIMDTA@HSCNI.NET
@: DENTAL.NIMDTA@HSCNI.NET

[HTTPS://WWW.NIMDTA.GOV.UK/](https://www.nimdt.gov.uk/)

[Like us on facebook](https://www.facebook.com/dentalnimdt) **[HTTPS://WWW.FACEBOOK.COM/DENTALNIMDTA](https://www.facebook.com/dentalnimdt)**