

POLICY DOCUMENT

## Applying for a Dental Foundation Training Number

## Policy Review Schedule

Date first Approved by the Board: 21 March 2019

Last Approved by the Board: -

Date of Next Review: 21 March 2021

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Policy Owner: Brid Hendron

### Amendment Overview

Version	Date	Pages	Comments	Actioned
1	October 2017	All	<b>Policy development</b>	E Fugard
2	January 2019	All	<b>Formatting and titles</b>	K Symington
2	25 February 2019	All	<b>Considered at SMC Meeting</b>	K Symington
2	4 March 2019	All	<b>Approved at SMC, for consideration by Board 21.03.2019</b>	K Symington
2	21 March 2019	All	<b>Approved by Board</b>	K Symington

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## Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA also seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional and national requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. NIMDTA endeavours to attract and appoint individuals of the highest calibre to recognised training posts and programmes. NIMDTA encourages doctors to train and remain in NI so that Health and Social Care (HSC) has a highly competent medical and dental workforce with the essential skills to meet the changing health needs of its population.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes. NIMDTA supports trainees with the aim of maximising their potential to successfully progress, complete training and be appointed to permanent posts in NI. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that both the training and supervision of trainees support the delivery of high quality safe patient care. NIMDTA provides trainees with a wide range of opportunities to gain experience in leadership, quality improvement, research and teaching.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. NIMDTA works to the standards in the COPDEND framework for the Quality Development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA carries out these roles on behalf of the DoH by focussing on the needs of people (population, trainees, trainers and NIMDTA staff), in partnership with key stakeholders and by paying attention to HSC Values - openness and honesty, compassion, excellence and working together.

## Policy Influences

This policy has been influenced by the following:

- SR 1993 No 326 - The Health and Personal Social Services General Dental Services Regulations (Northern Ireland) 1993<sup>1</sup> (as amended by the General Dental Services (Amendment) Regulations 2017)<sup>2</sup>.
- Directive 2005/36/EC of the European Parliament and of the Council on the recognition of professional qualifications<sup>3</sup>.
- Committee of Postgraduate Dental Deans (COPDEND) Performers List – Foundation Training by Assessment competency evidence list
- NHS Education for Scotland, Applying for a Dental Foundation Training Number via Equivalence

## Policy Impact

This policy may have an impact on the following:

None identified.

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<sup>1</sup> <http://www.legislation.gov.uk/nisr/1993/326/contents/made>

<sup>2</sup> <http://www.legislation.gov.uk/nisr/2017/10/contents/made>

<sup>3</sup> <http://eur-lex.europa.eu/LEXUriServ/LexUriServ.do?uri=OJ:L:2005:255:0022:0142:EN:PDF>

## **Aim of the Policy**

The policy has been written to ensure a consistent approach for the application, management and decision process regarding applications for a dental foundation training number.

This policy has been developed by the Northern Ireland Medical & Dental Training Agency (NIMDTA) Dental Department.

## **Scope**

This policy applies to all applications for a dental foundation training number. Each application will be assessed and an outcome determined on an individual case basis.

This policy is designed to provide guidance and information for those who are involved in processing and managing applications and those involved in the decision making process in relation to the allocation of a dental foundation training number including:

- NIMDTA Educators and Educational Management staff
- Panel Members
- Postgraduate Dental Dean
- NIMDTA Senior Management Committee

## **Background**

A dentist wishing to work as Principal or Associate Dentist within Northern Ireland must have their name included on the Northern Ireland Dental List. Applications for inclusion are completed by submitting to the Health and Social Care Board (HSCB) the completed relevant application (HS48). More information can be found at <http://www.hscbusiness.hscni.net/services/2668.htm>.

To progress the HS48 application the applicant must hold a foundation training number which is awarded following successful completion of a recognised Dental Foundation Programme.

In the absence of this number the dentist must apply to NIMDTA for allocation of a dental foundation training number by completing the HS48A form (appendix 1). This HS48A form can only be submitted in conjunction with an application to the HSCB as previously outlined.

## 1. Application Process

The HPSS General Dental Services Regulations (Northern Ireland) 1993 (“the 1993 Regulations”) makes legislative provisions covering the process for applications and subsequent allocation of dental foundation training numbers. This is covered by Regulation 5A of the 1993 Regulations with paragraph (1)(c), as marked in bold below, setting out the equivalence provision in the absence of the dentist having completed foundation training.

*5A (1) An application for a dental foundation training number shall be in writing and shall—*

- (a) state that the dentist has also made an application under regulation 5(1); and state the date on which it was made; and*
- (b) state that the dentist has completed vocational training or has satisfactorily completed dental foundation training and be accompanied by their vocational training certificate or dental foundation training certificate; or*
- (c) state that the experience or training which the dentist has acquired ought to be regarded as equivalent to dental foundation training and be accompanied by written details of that experience or training; or***
- (d) state that the dentist is exempt from the requirement to have completed dental foundation training on one of the grounds set out in paragraph (4) and be accompanied by written details in support of that statement.*

**1.1** The applicant should complete a HS48A form ensuring that all relevant information and additional supporting evidence is included as outlined in appendix 2.

**1.2** Completed applications should be submitted to the Dental Foundation Training Team, NIMDTA, Beechill House, 42 Beechill Road, Belfast, BT8 7RL or by email to [DentalFoundation.nimdt@hscni.net](mailto:DentalFoundation.nimdt@hscni.net).

**1.3** Receipt of applications will be acknowledged by email from NIMDTA within 7 days.

## 2. Management of applications under Regulation 5A(1)(b) or (d) of the 1993 regulations considering exemption as stated below:

- 5(b) state that the dentist has completed vocational training or has satisfactorily completed dental foundation training and be accompanied by their vocational training certificate or dental foundation training certificate; or*
- 5(d) state that the dentist is exempt from the requirement to have completed dental foundation training on one of the grounds set out in paragraph (4) and be accompanied by written details in support of that statement.*

**2.1** All applications will be determined based on the written evidence presented and without an oral hearing or the applicant in attendance.

**2.2** Applications made under regulation 5A (1)(b) and (d) of the regulations may be considered and be determined by an officer designated for the purpose by NIMDTA.

**2.3** Where the applicant claims the exemption from the requirement to have satisfactorily completed dental foundation training (regulation 5A(1)(d) as referenced above) the determination will be considered in line with the below stated circumstances:

*(4) The grounds upon which a dentist is exempt from the requirement to have satisfactorily completed dental foundation training are—*

*(a) they are registered as a dentist by virtue of section 15(1)(b) of the Dentists Act (registration of nationals of member States who hold appropriate European diplomas) or is in any other way a person in respect of whom a member State is prohibited by Community law from imposing such a requirement; or*

*(b) their name has been included in a dental list in the United Kingdom within the period of five years ending on the date of their application to be included in the dental list; or*

*(c) they hold a voluntary vocational training certificate dated on or after—*

*(i) 1st August 1989 in the case of a certificate issued in Northern Ireland;*

*(ii) 1st January 1988 in the case of a certificate issued in England and Wales; or*

*(iii) 1st July 1988 in the case of a certificate issued in Scotland; or*

*(d) they have practised in primary dental care in either the community dental service or the armed forces of the Crown or have performed personal dental services in connection with a pilot scheme, for a period amounting in aggregate to not less than four years full-time employment (or part-time employment of equivalent duration), and have so practised for not less than four months in full-time employment (or part-time employment of equivalent duration) within the period of four years ending with the date of their application under regulation 5(1); or*

*(e) in the case of any application made before 1st October 1998, they were on 1st October 1993, employed as a Senior House Officer or Registrar in a hospital in the United Kingdom or enrolled on a course intended to lead to a Master's degree in dentistry or Membership Diploma in dentistry of any of the Royal Colleges of Surgeons in the United Kingdom.*

(Paragraph 4: Statutory Rules of Northern Ireland. 2017 no. 10 Health and Personal Social Services. The General Dental Services (Amendment) Regulations (Northern Ireland) 2017)



**2.4** Additional exemption circumstance in accordance with the section 15(1)(ba) of the Dentists Act 1984<sup>4</sup> as inserted by the European Qualifications (Health and Social Care Professions) Regulations 2007<sup>5</sup> regarding the mutual recognition of professional qualifications.

In the case of an applicant who is not a national of an EEA European State or Switzerland and does not hold an appropriate European diploma but can present a valid NARIC (National Academic Recognition Information Centre) Certificate of Comparability (please see further explanatory notes in Appendix 3).

**2.5** The designated officer or appointed deputy will either:

- a. Grant the application and notify the applicant by email within 14 days from the date the completed application and additional supporting evidence was received  
**or**
- b. If the designated officer or appointed deputy feels appropriate he/ she will refer the application to be considered under the management of applications applicable to section 5c (applying for a foundation training number by equivalence). The applicant will be notified of this decision within 14 days from the date the complete application and additional supporting evidence was received

**2.6** All allocated dental foundation numbers will be entered into the register held by NIMDTA.

**2.7** The applicant will be responsible for informing the relevant Health and Social Care Board local Office with the outcome of their application.

### **3. Management of applications under Regulation 5A(1)(c) of the 1993 regulations considering equivalence as stated below:**

***(c) state that the experience or training which the dentist has acquired ought to be regarded as equivalent to dental foundation training and be accompanied by written details of that experience or training;***

**3.1** All applications will be determined based on the written evidence presented and without an oral hearing or the applicant in attendance.

**3.2** Applications under this request will be considered and determined by a panel formed for the purpose by NIMDTA.

**3.21** The panel will be chaired by a General Dental Practitioner with current General Dental Council (GDC) registration and will consist of two further GDC registered dentists one of whom will usually come from the same career pathway as the applicant: for

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<sup>4</sup> <http://www.legislation.gov.uk/ukpga/1984/24/contents>

<sup>5</sup> <http://www.legislation.gov.uk/2007/3101>

example the Hospital Dental Service or Community Dental Service. In addition a representative from the HSCB will be invited to attend this panel.

**3.3** The application is judged on the information submitted by the applicant, and the onus is on he/ she to show that he/ she has acquired the necessary experience and/ or training. The panel will seek equivalence to each element of the aims and objectives of the dental foundation training scheme outlined in Schedule 11, Constituent Elements in Dental Foundation Training.

#### **Overall Aim**

*To enhance clinical and administrative competence and promote high standards through relevant postgraduate training and in particular to—*

- (a) enable the dental practitioner to practice and improve their skills;*
- (b) introduce the dental practitioner to all aspects of dental practice in primary care;*
- (c) identify the dental practitioner's personal strengths and weaknesses and balance them through a planned programme of training;*
- (d) promote oral health of, and quality dental care for, patients;*
- (e) develop and implement peer and self-review, and promote awareness of the need for professional education, training and audit as a continuing process.*

#### **Objectives**

- (a) make competent and confident professional decisions including decisions for referrals to other services,*
- (b) demonstrate that the dental practitioner is working within the guidelines regarding the ethics and confidentiality of dental practice,*
- (c) implement regulations and guidelines for the delivery of safe practice,*
- (d) know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice, and*
- (e) demonstrate that they have acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team."*

**3.4** Where no further additional information is required in support of the application a determination will be communicated to the applicant by email within the period of 12 weeks beginning with the date the completed application and supporting evidence was received.

**3.5** Where additional information or documentation is requested a determination will be communicated to the applicant by email within the period of 12 weeks beginning with the date on which such information was received.

**3.6** All allocated dental foundation numbers will be entered in the register held by NIMDTA.

**3.7** The applicant will be responsible for informing the relevant Health and Social Care Board local office with the outcome of their application. Appendix 3 contains details of local offices.

## **4. Supporting and Additional Information**

**4.1** Information will be required to support any declarations in the application. The supporting evidence will vary depending on the circumstances of the application. Guidance on examples of supporting documentation can be located in Appendix 2.

**4.2** NIMDTA may request additional information and documents in respect of any application. Where this request is made it shall:

- a. Be requested in writing
- b. Specify a reasonable date by which the information or documents are to be provided by the applicant

**4.3** Should the additional information fail to be submitted to NIMDTA within the proposed time frame the application will become void.

**4.4** Any original documents forwarded to NIMDTA in support of an application will be returned to the applicant by recorded delivery within 14 days of receipt of the application.

## **5. Appeals Process**

**5.1** Appeals contesting decisions will be submitted in writing to the Department of Health NI. The identified contact will be Mr Edward Murphy [Edward.Murphy@health-ni.gov.uk](mailto:Edward.Murphy@health-ni.gov.uk).

**5.2** Appeals should be submitted within 28 days of receiving the notice of the determination from NIMDTA regarding the decision to refuse a dental foundation training number.

**5.3** Appeals will be processed in line with procedures outlined in Regulations 5D and 5E of the 1993 Regulations (as amended).

**5.4** The appeals body will keep NIMDTA notified during the process and give notice of any appeal hearing.

**5.5** NIMDTA or a duly appointed authorised person representing NIMDTA may if they so wish be present at the appeal hearing.

**5.6** The appeals body will notify NIMDTA in writing of their decision and the reasons for it.

**5.7** Where NIMDTA receives notice that a dentist's appeal has been successful it shall allocate a dental foundation number to the dentist and notify them of that number by email.

## **6. Review of Policy**

**6.1** This policy will be subject to review at least every two years by the Dental Training Manager and any amendments will be submitted to the Postgraduate Dental Dean and Senior Management Committee for approval.

**6.2** Any revisions to the policy will take account of changing legislation and best practice.

**6.3** All complaints received in relation to the operation of this policy will be reviewed on a regular basis by the Corporate Governance Manager to ensure that the policy remains fit for purpose and reflects best practice in this area. Complaints will also be reported to the Senior Management Committee by the Corporate Governance Manager.

## **7. Dissemination of Policy**

**7.1** All educators and members of staff and panel members responsible for the application, management and decision process for dental foundation training number applications will be made aware of this policy.

**7.2** Heads of Department will be responsible for keeping staff and educators up to date.

**7.3** The policy will be available on the NIMDTA website.

HSC IN NORTHERN IRELAND

**DENTAL FOUNDATION TRAINING PANEL**

**APPLICATION FOR A DENTAL FOUNDATION TRAINING NUMBER**

You are required to complete this form, ensuring that you provide all information requested, so that NIMDTA can determine your entitlement to a Dental Foundation training number.

**PART 1: PERSONAL DETAILS**

Surname \_\_\_\_\_ Date of UK registration as a dentist \_\_\_/\_\_\_/\_\_\_\_\_  
Registration No. (issued by GDC) \_\_\_\_\_

Other names \_\_\_\_\_ Qualification which enables you to be registered as a  
dentist: \_\_\_\_\_  
\_\_\_\_\_

Private address \_\_\_\_\_ Date of gaining that qualification \_\_\_/\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Please state the country where it was gained:  
\_\_\_\_\_

Telephone \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_\_\_  
Email Address \_\_\_\_\_

I have applied to be included in the dental list of \_\_\_\_\_ LCG, HSCB

**PART 2: DECLARATION**

Please select from section 2.1, 2.2 or 2.3 below.

**2.1 I have completed dental foundation training which commenced on or after 1 October 1993,** YES NO

Please state the full names and registered addresses of your Foundation Training practices

\_\_\_\_\_  
\_\_\_\_\_

OR

**2.2 I am exempt from the requirement to complete dental foundation training because:**

a) I am an EC national holding a recognised European diploma, YES NO  
or,

b) My name has been included in a dental list of the HSCB/ another YES NO  
UK NHS Commissioning organisation within the period of five years  
immediately before my application to be included in the above dental list,  
**Please note that where exemption of the requirement to undergo dental  
foundation training is claimed on the ground that your name has been  
included in a dental list of HSCB/ UK NHS Commissioning organisation within  
the period of five years immediately preceding your current application to the  
HSCB/ UK Commissioning organisation you should state below your previous  
practice address(es) and contact number(s).**

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or,

c) I have completed a course of vocational training under a YES NO  
voluntary scheme,

or,

d) I have previously practised in primary dental care for at least YES NO  
four years full-time (or an equivalent period part-time) in either the  
Community Dental Service or the Armed Forces of the Crown, and have  
practised in primary dental care in either of those services within the  
period of four years immediately before my application to be included  
in a dental list,

**PLEASE PROVIDE FURTHER DETAILS BELOW**

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or,

e) I was, at 1 October 1993, employed as a Senior House Officer YES NO  
or Registrar in a hospital in the United Kingdom,

**PLEASE PROVIDE FURTHER DETAILS BELOW**

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or,

- f) I was, at 1 October 1993, enrolled on a course intended to lead to a Masters degree or a membership Diploma in clinical dentistry, YES NO  
**PLEASE PROVIDE FURTHER DETAILS BELOW**

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OR

- 2.3 I consider that I have acquired experience and/or training which should be regarded as equivalent to foundation training.** YES NO

**Please note that if you are applying for a Dental Foundation Number under section 2.3 that you are required to submit all supporting evidence in order for the panel to make their consideration at the time of application.**

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**PART 3: OTHER INFORMATION**

Where you indicate that certificates are enclosed with your application, you are reminded that **original documents, and not photocopies, should be submitted.**

If you need more space in any section of the form, please use a separate sheet of paper and detail to which part of the application form it refers.

By signing this form below, you are declaring that all information provided is true and correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

After completion the form should be sent, together with any necessary supporting certificates and information, to:

Dental Foundation Training Team  
N I Medical & Dental Training Agency  
Beechill House  
42 Beechill Road  
BELFAST  
BT8 7RL

The HS48A form can be emailed to [DentalFoundation.nimdt@hscni.net](mailto:DentalFoundation.nimdt@hscni.net), but original certificates must be sent via normal mail.

## Appendix 2 Supporting Evidence Checklist

1. The following documents must be included for an application relating to a dentist declaring that they have completed Dental Foundation training



Dental foundation satisfactory completion certificate (original copy)  
Please note an electronic copy may be accepted should it not be possible to access a hard copy.

2. The following documents must be included for an application relating to a dentist declaring that they are exempt from the requirement to complete a course of dental foundation training



Undergraduate degree certificate (original copy)

3. The following documents must be included for an application relating to a dentist declaring that they are Applying on the grounds of equivalence



Evidence of an undergraduate Dental Degree (original copy)

GDC registration number

A full Curriculum Vitae providing full career history and all periods worked in General Dental Practice in the NHS, indicating whether full or part-time.

Details of range and scope of all General Dental Practice work undertaken including details of audits completed.

**3 Written references** – The responsibility for providing the written references is entirely the responsibility of the applicant. It is helpful if referees are given a copy of the aim and objectives of foundation training. References strengthen applications and are particularly useful when they include details such as the period of employment, the duties undertaken and, in the case of general dental practice, whether the Principal has, or would be happy to leave the applicant to manage the practice.

**CPD certificates and a list of all CPD courses –**

1. All applicants must provide original documentary evidence for each item of verifiable CPD.

2. All applicants must provide a list of all CPD courses. The list must provide a description of each item of CPD completed and whether it is verifiable CPD (include the title, date, topic, number of hours) venue and provider where applicable).




The importance of <i>attendance</i> at courses is emphasised, and applicants should not rely solely on on-line certificates.
All Clinical Audit or Significant Event Analysis report.
Copies of any further qualifications (original copies).


**Remember – Please include any further information you feel supports your application. It is your responsibility to demonstrate that your experience should be considered equivalent to foundation training. Please refer to the aims and objectives of dental foundation training below.**

## Appendix 3 NARIC Certificates of Comparability Explanatory Notes

The Dentists Act 1984 states in section 15(c)

c) a person who is not a national of an EEA European State or Switzerland but who is, by virtue of an enforceable EU right, entitled to be treated, for the purposes of access to and pursuit of the profession, no less favourably than a national of an EEA State or Switzerland.

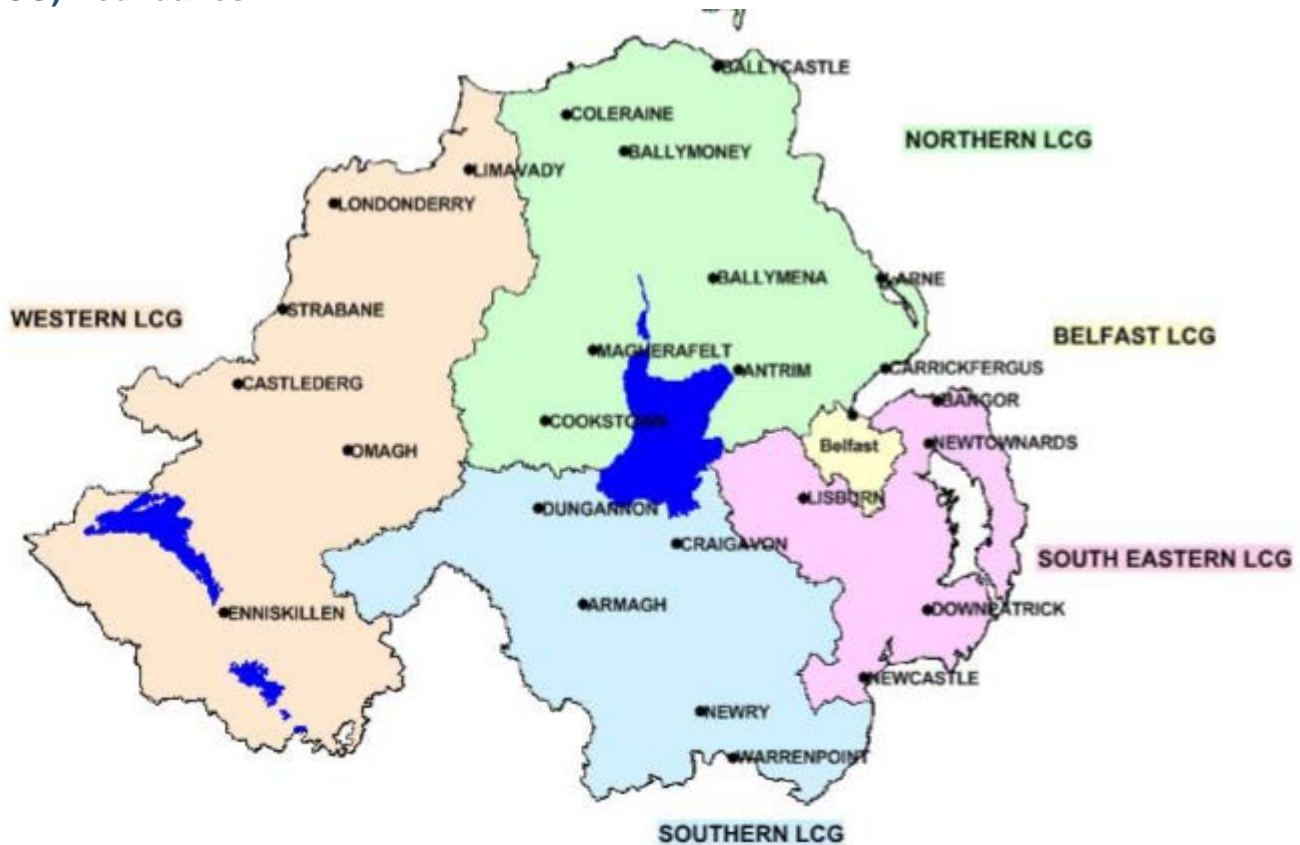
UK NARIC is the National Agency responsible for providing information, advice and opinion on academic, vocational and professional qualifications and skills from all over the world. As the National Agency, managed on behalf of the UK Government, under contract to the Department for Education (DfE), we provide the only official source of information on international education and training systems and wide-ranging international qualifications and skills attained from outside the UK.

UK NARIC is part of the NARIC network. This is an initiative of the European Commission and was created in 1984. The network aims at improving academic recognition of diplomas and periods of study in the Member States of the EU, the EEA countries and the associated countries in Central and Eastern Europe and Cyprus. It is also the UK National Agency in the wider European Network of Information Centres (ENICs).

UK NARIC can verify the authenticity of the Statements of Comparability and other statements that it issues.

<https://www.naric.org.uk/naric/>

## Appendix 4 Northern Ireland Health & Social Care Board Local Commissioning Group (LCG) Boundaries



- Belfast and South East LCG areas: Directorate of Integrated Care, HSCB, 12-22 Linenhall St, Belfast, BT2 8BS (028 9536 3926)
- Northern LCG area: Directorate of Integrated Care, HSCB, County Hall, 182 Galgorm Rd, Ballymena, BT42 1QB (028 9536 2845)
- Southern LCG area: Directorate of Integrated Care, HSCB, Tower Hill, Armagh, BT61 9DR (028 9536 2104 / 028 9536 2086)
- Western LCG area: Directorate of Integrated Care, HSCB, 15 Gransha Park, Clooney Rd, Londonderry, BT47 6FN (028 9536 1010).