**Dental Core Training Review of Competence Progression**

Overview

Dental Core Trainees will be subject to two formal reviews during their training year; an Interim Review of Competence Progression (IRCP) at six months and a Final Review of Competence Progression (FRCP) at ten months.

An outcome will be awarded to the trainees at each review:

|  |  |
| --- | --- |
| **Outcome** | **Description** |
| 1 | Predefined competencies successfully demonstrated |
| 2 | Development required with specific recommendations regarding the development of further competencies during the remainder of that year of the training programme being made. |
| 5 | Incomplete evidence provided |

At the **end** of each year Dental Core Trainees will receive a Certificate of Achievement which is formal acknowledgement of the trainee's attainments during their training. The certificate will list the specified outcomes that have been met and define the areas of development for outcomes that were specified in the learning agreement but not yet acquired during this year of training.

[Axia](https://dentaleportfolio.hee.nhs.uk/public/report.aspx?memberqueryid=24C08538-802F-4FF0-815F-A9D3739F2290&nid=72982CFD-4312-48E5-A848-555B164240C5) is the ePortfolio platform used for DCTs and the RCPs outcome forms are completed on this system.

Full guidance is [available here.](https://www.yorksandhumberdeanery.nhs.uk/dentistry/dental_core_training/review_of_competence_progression_%28rcp%29)

**Panel Constitution**

**IRCP**

Interim RCP Panels will have a local composition and should consist of the Training Programme Director (TPD) and one of the following two panel members:

* Senior clinical trainer from the same Deanery/ HEE local team
* Educational Supervisor from the trainee’s programme in attendance where practical

**Final RCP**

Final RCP Panels should have an element of some externality and should consist of at least three of the following panel members:

* Associate Postgraduate Dental Dean
* HEE local team/Deanery Training Programme Director (TPD) (or equivalent) for DCT
* Senior clinical trainer from the same Deanery/HEE local team
* TPD/Lead for DCT or equivalent from another HEE local team/Deanery
* Lay representative member
* Educational Supervisor from the trainee’s programme in attendance where practical
* During times of Covid this will be conducted as a remote sequential panel ES/TPD/ADD with each party declaring a recommended outcome.

 **Documentation**

The following evidence is expected for a trainee to provide and must be present on the Turas Portfolio at the time of the RCP Process.

**IRCP**

* Educational portfolio
* Induction Checklist
* Educational agreement
* Structured Educational Supervisor report – initial and interim

Clinical Supervisor report from external placements included

* Clinical activity log – the use of E-Portfolio is acceptable
* Evidence of quality improvement/audit activity
* A minimum of 12 SLEs completed entries
* SLE links to curriculum
* SMART Personal Development Plan (PDP) with trackable progress against it
* Continuing Professional Development (CPD) log with reflections and development outcome domains akin to that required by GDC
* All Mandatory regional study day CPD certificates – summary uploaded from Maxcourse

**FRCP**

* Educational portfolio
* Educational agreement
* Structured Educational Supervisor report – initial, interim and final

Clinical Supervisor report from external placements included

* Clinical activity log – the use of e-portfolio is acceptable
* Evidence of quality improvement/audit activity - completion of full cycle
* Evidence of completed at least 24 SLEs

At least 8 DOPS/ 4 CEX/ 4 CBDs

At least 1 SLE – Developing the Clinical Teacher

* SLE links to curriculum
* Evidence of any teaching (and research) involvement
* SMART Personal Development Plan (PDP) with trackable progress against it
* Continuing Professional Development (CPD) log with reflections and development outcome domains akin to that required by GDC
* All Mandatory Regional Study Day CPD certificates – summary uploaded from Maxcourse
* MultiSource Feedback – second MSF to be completed if first highlights concerns
* Patient Satisfaction Questionnaire

**Curriculum Coverage**

* There are 18 mandatory learning outcomes; five in Professional Behaviour, three each in Communication and Clinical Safety, and seven in Clinical Care
* Trainees are expected to link a minimum of 2 pieces of evidence to each learning outcome
* It is expected at least 6 specialty specific learning outcomes are included

 **IRCP**

**Programme Support Roles and Responsibilities**

**Before the IRCP**

* Confirm date for desktop review with Training Programme Director
* Create IRCP Panel on Axia
* Send Spreadsheet to Training Programme Director for completion on date of review

**Day of / after IRCP**

* Check inbox for Spreadsheet from Training Programme Director
* Create IRCP Forms for trainees on Axia
* Confirm the forms have been created on Axia to Training Programme Director
* Outcome letters sent to trainees within 5 working days

**Training Programme Director Roles and Responsibilities**

**Before the IRCP**

* Notify DCTs of FRCP Evidence deadline and that they to collate and upload information.
* Notify Educational Supervisors of DCT FRCP Evidence deadline and collate information.
* Ensure all ESs have access to their trainee’s Axia portfolio
* Ensure all ESs and DCTs are aware of RCP competencies required above.
* Confirm date for desktop review with Dental Support

**Day of / after IRCP**

* Complete Evidence Spreadsheet for each trainee and forward to Dental Support, by first Wednesday in March (4th March 2021)
* Once Dental Support has confirmed forms are created, login to Axia and **‘Acknowledge’ outcomes to allow visibility to the DCT**
* Re-review any outcome 5s and resubmit the Evidence Spreadsheet to dentalsupport.yh@hee.nhs.uk within two weeks of outcome 5 being awarded.
* Meet with any trainees awarded an outcome 2 to plan support for their development

**FRCP**

**Programme Support Roles and Responsibilities**

**Before the FRCP**

* Agree date with Associate Postgraduate Dental Dean and Training Programme Directors
* Book rooms and equipment (If Face to Face)
* Organise catering (If Face to Face)
* Arrange External and Lay representatives (If Face to Face)
* Notify trainees of FRCP date and send Trainee Checklist (Appendix 1)
* Update the website with the date
* Create FRCP panel date for trainees
* Send Training Programme Director [DCT FRCP Evidence Spreadsheet](file:///C%3A%5CUsers%5CHannah.Glew%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CV0KBXCQI%5CDCT%20FRCP%20Evidence.xlsx) for completion and return two weeks prior to FRCP

**After the FRCP**

* Outcome letters sent to trainees within 5 working days. Outcome 5s given 10 working days to upload missing evidence.
* Confirm a face to face interview with trainees that are identified as Outcome 2’s, set at 3 weeks after FRCP.
* Attend face-to face interviews to take notes.
* Arrange reviews/appeals, if necessary.

**Training Programme Director Roles and Responsibilities**

**Before the FRCP**

* Notify DCTs of FRCP Evidence deadline and that they to collate and upload information.
* Notify Educational Supervisors of DCT FRCP Evidence deadline and collate information.
* Complete DCT Evidence Spreadsheet by 1week prior to FRCP Panel.

**Day of / after FRCP**

* For Outcome 2s and 5s, plan to meet DCTs to identify and put in place further support.

**Associate Dean** **Roles and Responsibilities**

**Before the FRCP**

* Confirm a date for FRCP and face-to-face meeting
* Assist Dental Support in securing an External Representative

**Day of / after FRCP**

* Attend FRCP
* Review all evidence spreadsheets submitted by TPDs and all trainee’s portfolios to reach a decision on FRCP outcome
* Complete FRCP outcome form on Axia. **Must acknowledge outcome**, to make it visible to trainees.
* Notify Dental Support once all outcomes are released
* Arrange to re-review outcome 5s, after two weeks
* Attend face-to-face interviews

**Trainee Responsibilities**

**First Day of DCT Post**

* Log in to Axia and check placement details
* Become familiar with RCP process and evidence requirements

**Before the IRCP**

* Be aware of evidence requirements and deadline for uploading this for consideration at IRCP
* Upload all evidence to Axia by IRCP deadline

**Day of / after IRCP**

* Review and sign RCP outcome form
* Make a plan to address any areas highlighted (if required)

**Before the FRCP**

* Be aware of evidence requirements and deadline for uploading this for consideration at FRCP
* Be aware of possible outcomes that may be awarded at FRCP and the **implications on future training posts**
* Upload all evidence to Axia by FRCP deadline

**Day of / after FRCP**

* Review and sign RCP outcome form
* If awarded an outcome 5, upload all outstanding evidence within two weeks
* If awarded an outcome 2, attend a meeting with the Associate Dean

**Last Day of DCT Post**

* Download RCP certificate from Axia

Appendix 1

DCT IRCP 4th March 2021

To be awarded an IRCP Outcome 1, there be must be clearly labelled evidence on your Axia account by the ***17th February 2021*** of:

|  |  |
| --- | --- |
| **Requirement** | **Achieved** |
| An Educational/Learning Agreement  |  |
| Induction Checklist |  |
| Clinical Supervisor report from external placements (if applicable): *Using the Clinical Supervisor Report section on Axia* |  |
| An initial and an interim Educational Supervisors meetingInterim Structured Educational Supervisors Report – *using the Axia template* |  |
| Progress Against Targets in PDP, which must be SMART: *Using the Axia PDP Section* |  |
| A **minimum** of 12 Supervised Learning Event entries  |  |
| SLEs must be linked to the curriculum |  |
| A Logbook of Clinical Activity *Use of E-Logbook is acceptable and* s*hould be uploaded to Achievements section* |  |
| Involvement in Clinical Governance or Quality Improvement Project  |  |
| Attendance at Mandatory Study Days - *Summary can be downloaded from Maxcourse and should be uploaded to Achievements section* |  |
| CPD Log: *Using the Axia CPD log Section* |  |
| A completed MSF is not mandated at IRCP but is strongly advised in order to allow for remediation if issues raised. |  |
| A completed PSQ is not mandated at IRCP but is strongly advised in order to allow for remediation if issues raised. |  |

DCT FRCP 30th July 2021

To be awarded an FRCP Outcome 1, there be must be clearly labelled evidence on your Axia account by the  ***16th July 2021*** of:

|  |  |
| --- | --- |
| **Requirement** | **Achieved** |
| An Educational/Learning Agreement  |  |
| Clinical Supervisor report from external placements (if applicable): *Using the Clinical Supervisor Report section on Axia* |  |
| An initial, an interim and a final Educational Supervisors meeting. A Final Structured Educational Supervisor’s Report that does not highlight concerns: *Using the template on Axia* |  |
| Progress Against Targets in PDP, which must be SMART: *Using the Axia PDP Section* |  |
| A **minimum** of 24 Supervised Learning Event entries * at least 8 DOPS
* at least 4 CEX
* at least 4 CBDs
* At least 1 SLE – Developing the Clinical Teacher
 |  |
| SLEs must be linked to the curriculum |  |
| Involvement in teaching *uploaded to Achievements section*Involvement in research (not mandatory) *uploaded to Achievements section* |  |
| A Logbook of Clinical Activity: *Use of E-Logbook is acceptable and* s*hould be uploaded to Achievements section* |  |
| A Clinical Governance or Quality Improvement Project  |  |
| Attendance at Mandatory Study Days - *Summary can be downloaded from Maxcourse and should be uploaded to Achievements section* |  |
| CPD Log: *Using the Axia Template* |  |
| Completed MSF, *which does not highlight any concerns.* |  |
| Completed Patient Satisfaction Questionnaire, *which does not highlight any concerns.* |  |