



Manchester University
NHS Foundation Trust

UNIVERSITY DENTAL HOSPITAL OF MANCHESTER

THE CENTRAL MANCHESTER SCHOOL FOR DENTAL CARE PROFESSIONALS

DIPLOMA IN ORTHODONTIC THERAPY

APPLICATION DETAILS

This application pack contains:-

1. Outline of the course
2. Person specification – orthodontic therapist
3. Person specification – trainer/mentor in orthodontic therapy
4. The responsibilities of the trainer in orthodontic therapy
5. Application Form – student orthodontic therapist
6. Application Form –trainer/mentor for orthodontic therapist
7. Declaration
8. Equal opportunities monitoring form

The cost of the course is £13,500 and there are a maximum 10 places available.

The course will be structured as follows and will be held at the Central Manchester School for Dental Care Professionals within the University Dental Hospital of Manchester:

- 1 week preliminary induction from Monday 13th June 2022 to Friday 17th June 2022. It is **essential** that the trainer and any nominated reserve trainers for the student orthodontic therapist attend the **Trainer's Day on Friday 17th June 2022**
- 3 week core training programme from **Monday 1st August 2022 to Friday 19th August 2022**
- Students **cannot** commence working as an Orthodontic Therapist following the June induction week. They must complete the three week core programme in August **and** pass the competency examination before commencing clinical work. Although they can continue to work as a dental nurse within their scope of practice
- 10 additional study days delivered from September 2022 to May 2023

The students will be selected following a structured interview. It is compulsory that the student is engaged in **full time employment** in an orthodontic practice as their clinical training will be carried out in the workplace; requiring a **minimum** of 6 clinical sessions.

As part of the selection process a workplace inspection will be carried out to ensure the workplace training facilities are suitable as a clinical and learning; as per the GDC's 'Standards for the Dental Team' www.gdc-uk.org . This inspection will be conducted between February to May 2022.

If the candidate is successful in their application; their trainer will be expected to attend a **mandatory** Trainer's Day.

| The application process and course timetable: | |
|---|---------------------------------|
| January 2022 | Candidate interviews |
| February - May 2022 | Practice inspections |
| Monday 13th June to Friday 17 th June 2022 | Preliminary induction programme |
| Friday 17th June 2022 | Trainer's Day |
| Monday 1 st August 2022 to Friday 19 th August 2022 | Core training programme |
| 19 th August 2022 | End of core course examination |
| September 2022 - May 2023 | Monthly study days |
| June 2023 | RCS Diploma Examination |

Please complete:-

- Application form - student orthodontic therapist
- Application form – trainer/mentor for orthodontic therapist
- Declaration
- Equal opportunities form

Please return all completed forms to:-

The Central Manchester School for Dental Care Professionals
University Dental Hospital of Manchester
Higher Cambridge Street
Manchester
M15 6FH

The closing date for applications is: - Friday 10th December 2021

If you have any further queries about this course then please contact;

Kerrie McAvoy, Education & Development Manager on: - Tel: - 0161 272 5670 or alternatively email; kerrie.mcavoy@mft.nhs.uk

The Manchester Orthodontic Therapy Course

1. Outline

- Overview
- General information
- Aims of the programme
- Format and content of the course
- Entry Requirements
- Cost of course

Overview

This orthodontic therapy programme is a one-year course designed to train Dental Care Professionals (DCPs) as orthodontic therapists. Successful completion of the course will allow the student to sit the Royal College of Surgeons Diploma Examination in Orthodontic Therapy. Attainment of this qualification allows registration with the GDC as a fully qualified orthodontic therapist who is permitted to work under the supervision and guidance of a specialist orthodontist.

To allow for the above, the GDC advises an approved orthodontic therapy training programme must be completed; the Manchester orthodontic therapy programme has been approved by the General Dental Council as an appropriate course for the training of orthodontic therapists.

General information

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| Award | Diploma in Orthodontic Therapy (Dip Orth Ther RC Surgeons) |
| Programme title | Orthodontic Therapy |
| Duration | 11 months |
| Mode of study | Part-Time |
| Awarding Body | Royal College of Surgeons |

Course Aims

The course aims to meet the learning outcomes prescribed in the General Dental Council's document *"Preparing for Practice" - Dental team learning outcomes for registration (2011)* www.gdc-uk.org

The programme aims to:

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| Encourage student orthodontic therapists to understand the obligation to practice in the best interests of patients at all times (GDC standards) |
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| Enable the student orthodontic therapist to acquire the necessary knowledge, understanding, skills, attitudes and behaviours a registrant must have to practice safely, efficiently and professionally (GDC 2011) |
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| Promote the acquisition of the range of skills required to work as part of a team and prepare for safe independent practice within the framework of their knowledge and clinical competence. (GDC 2011) |
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| Produce orthodontic therapists who have the knowledge, understanding, skills attitudes and behaviours that promote lifelong learning and support professional development.(GDC standards) |
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Format and content of the course

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| <p>The course will be held at the University Dental Hospital of Manchester and be run by the course director Mr. Richard Needham. A variety of guest speakers will deliver specialist lectures. Qualified orthodontic therapists will also be involved in delivering the teaching.</p> |
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| <p>The delivery of the teaching will be a mixture of group seminars, lectures and laboratory sessions which will cover the theoretical aspects of the orthodontic therapy curriculum. In addition, typodont exercises will take place in the clinical environment within the Dental Hospital. The student will undertake clinical orthodontic procedures as a student orthodontic therapist under the close supervision of their workplace trainer.</p> |
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| <p>After successful completion of the course, including satisfactory workplace reports and completion of end-term assessments, the student will then be eligible to sit the examination for the Diploma in Orthodontic Therapy of the Royal College of Surgeons.</p> |
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| <p>The course consists of a programme of learning delivered over 11 months; this entails an initial 1 week preliminary induction followed by a 3 week core programme; plus additional study days at the University Dental Hospital of Manchester.</p> |
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| <p>All clinical practice will take place in the student's clinical working environment under the trainer's supervision (please see trainers application form). The trainer/mentor must be registered as a specialist orthodontist on the GDCs practitioner's list.</p> |
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Entry Requirements

Orthodontic therapy students must be dental care professionals registered with the GDC and have attained one year of full time or equivalent post qualification experience.

Students will be working exclusively in an orthodontic practice with adequate UOAs (or equivalent) to achieve the requisite clinical competencies.

Specific Dental Care Professional roles are as follows:-

- Dental nurses
- Dental hygienists
- Dental therapists
- Dental technicians should demonstrate APL of an understanding of clinical dental sciences, patient management and surgery protocols including cross infection

Enhanced DBS checks

This course will involve access to children and/or vulnerable adults. You will be required to obtain a satisfactory Enhanced Disclosure and Barring Service clearance (formerly termed CRB).

Indemnity

You will be required to obtain appropriate professional indemnity throughout your period of training. It is the trainer's responsibility to ensure this is implemented.

Cost of course

The cost of the course is £13,500.

There will be a maximum 10 places available each year and selection of candidates will be based on the application form and interview of **both** the candidate and their potential trainer.

Course Lecturers

Richard Needham – Consultant Orthodontist and Programme Lead

Kareline Bull – Education and Development Manager

Robert Cappelli - Senior Dental Technician

Lisa Drzymala- Orthodontic Therapist

Pamela Gill- Orthodontic Therapist

David Waring- Consultant Orthodontist

Madeleine Storey – Consultant Orthodontist

Hanieh Javidi – Consultant Orthodontist

Sharon Potts – Dental Nurse Tutor

Tracy Robertson - Dental Nurse Tutor

Jeanette Unsworth – Dental Nurse Tutor

Jayne Wilkins - Dental Nurse Tutor

Liam Monaghan - FTTA / Registrar in Orthodontics

Laura Ewbank - FTTA / Registrar in Orthodontics

2. PERSON SPECIFICATION - ORTHODONTIC THERAPIST

| | Essential | Desirable | Means of Assessment: Application form/ Interview / Certificates A/I/C |
|-----------------------------|--|--|--|
| Educational standard | <p>Already qualified in a specific DCP role as follows:</p> <ul style="list-style-type: none"> • Dental nurse • Dental hygienist • Dental therapist • Dental technician <p>Registered with the GDC with at least one year of full-time or equivalent post-qualification experience</p> <p>Dental technicians should have demonstrable APL from a suitable foundation course at a level with the requirements for an understanding of clinical dental sciences, patient management and surgery protocols, including cross-infection control</p> | Certificate in Orthodontic Dental Nursing | A/C |
| Experience | 1 year of full time or equivalent post qualification DCP experience. | Orthodontic experience Management/supervisory experience | A/I/C |
| Skills and ability | <p>Manually dextrous</p> <p>Ability to work as part of a team</p> <p>Ability to act on one's own initiative</p> <p>Ability to prioritise</p> <p>An effective communicator</p> <p>Basic IT skills</p> | <p>Presentation skills</p> <p>Experience of clinical photography</p> | I |
| Personal qualities | <p>Trustworthy and reliable</p> <p>Enthusiastic and dedicated</p> <p>Good professional manner</p> <p>Be committed to patient care</p> <p>Ability to demonstrate enthusiasm and commitment to the course.</p> <p>Flexibility</p> <p>Ability to work under pressure</p> | <p>Experience with Power Point presentations</p> <p>Adaptable to change</p> | I |
| Special Knowledge | An understanding of the role of an Orthodontic Therapist | <p>Certificate in Orthodontic Dental Nursing</p> <p>Attendance at orthodontic courses/orthodontic conference</p> <p>Minimum of 2 years' experience in clinical orthodontics</p> <p>Participation in audit/teaching</p> | A/I |

3. PERSON SPECIFICATION - TRAINER IN ORTHODONTIC THERAPY

| Factor | Essential | Desirable |
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| Qualifications | Registered as a specialist orthodontist on the GDC's practitioner's list. | Registered Diploma or Membership in Orthodontics awarded by one of the Royal Colleges or equivalent |
| Training skills | Prepared to attend instructional course or courses for trainers to be held at the training centre | Experience acting as a trainer |
| Audit and CPD | Proven commitment to postgraduate education and CPD | Current participation in peer review, audit or research A recognised teaching qualification |
| Commitment | Prepared to commit to training for the full period of the course. Prepared to supervise the trainee for each patient at every visit Complete the monitoring record and assess the competence of the trainee for each patient at every visit Be prepared to forward reports on the trainees progress Work with the course director and course tutors throughout the course Participate in individual support for non-progressing trainees Maintain records of trainee activity in order to provide feedback and counselling for students. | |
| Learning environment | Provide suitable facilities in the clinical learning environment Provide appropriate support both administrative and nursing for the trainee Accept that a workplace visitation will be necessary and implement any recommendations from the report of that visit | Approved VT learning environment |
| Skills & Abilities | Familiarity with current orthodontic treatment techniques Ability to provide trainee with training in a variety of techniques/procedures. IT skills Ability to guide trainee's self-directed learning | Availability of learning material Familiar with use of digital photography Experience with Power Point presentations |

4. The role and responsibilities of the trainer

The training for this course takes place in both a teaching hospital and the clinical workplace. The trainer/mentor has specific obligations to ensure the GDC regulations for training are met (GDC student fitness to practise www.gdc-uk.org)

The progress of the student will depend largely on the trainer providing suitable facilities and ensuring a commitment to the student as outlined below.

- Support the student to work towards achieving their Diploma in Orthodontic Therapy
- Be prepared to supervise, monitor and assess the student for each patient visit
- Ensure the student is released from work to attend the initial 1 week preliminary induction; 3 week core course, plus additional study days at the University Dental Hospital of Manchester
- Attend a mandatory instructional course or courses for trainers to be held at the school/training centre
- Understand that they are required to assess and supervise the student's competence in the workplace. Under the indemnity agreements of the course all patients seen by the student must be checked by a specialist Orthodontist
- Will inform the course director if they have any concerns regarding the programme or the students' progress
- Will inform the course director of any safeguarding/incidents/risks regarding the students within their clinical training/practise
- Will report student fitness to practise issues immediately to the Course Director
- Be prepared to forward reports on the students' progress
- Work with the course director and course tutors throughout the course
- Participate in individual support for the struggling student
- Maintain records of student activity in order to provide feedback for students concerning designated aspects of clinical and academic training
- Provide the student with designated chair and chair side support
- Attend mandatory trainer workshops
- Provide a sufficient number of patients and a wide variety of orthodontic procedures to complete the curriculum competency requirements
- Be prepared to supervise, monitor and assess the student for each patient visit
- Allow the student to attend the initial 1 week preliminary induction; 3 week core course, plus additional study days at the school
- Allow initial and interim inspection of the practice or hospital clinical environment and act on any recommendations suggested in a timely fashion
- Set time aside time for weekly tutorials with the trainee within normal working hours and follow tutorial timetable set by the school
- Provide suitable facilities and resources within a learning environment
- Agree and support the course director's training outcomes
- Give advice on the final 'sign up' of the student's completion of work detailed in the clinical competency log book
- Inform the course director if circumstances change with regards to practice, student or trainer that alters the contract of employment between student and trainer

5. Application Form – Trainee Orthodontic Therapist 2020 - 21

Personal Details

[illegible][illegible]

Date of Birth: GDC Registration Number:

Postal Address:

[illegible]

Post Code:

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[illegible][illegible]

Practice Details

Practice Name:

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| Practice Principal: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Postal Address:

[illegible][illegible][illegible][illegible]

Qualifications

Qualifications including dates, you will require your original certificates as proof of all qualifications if you are asked to attend for interview.

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Employment History & Work Experience

Please give a full employment history (with dates) since leaving school.

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Please give an account of your orthodontic experience:

Please list in bullet points relevant courses/CPD/achievements which would support your application attended in last 5 years:

Please explain the reasons you are applying for this course and how you think you will benefit from attending this course.

In this account you will also need to demonstrate what personal skills (e.g. communication skills, own initiative, working as a team member) you possess to become a successful Orthodontic Therapist.

You may include examples of how you have demonstrated these skills recently from your own experience in clinical practice.

References

Reference 1

Name:

[illegible]

GDC Number:

[illegible]

Organisation:

[illegible]

Address:

[illegible][illegible]

Post Code:

[illegible]

Email address:

[illegible]

Daytime Telephone number (including STD code):

[illegible]

Reference 2

Name:

[illegible]

GDC Number:

[illegible]

Organisation:

[illegible]

Address:

[illegible][illegible]

Post Code:

[illegible]

Email address:

[illegible]

Daytime Telephone number (including STD code):

[illegible]

6. Application Form -*Trainer* for Orthodontic Therapist 2020 - 21

Personal Details

[illegible][illegible][illegible]

Postal Address:

[illegible]

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| | | | | | | | | | | Post Code: | | | | | | | | | | | | | | | |
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Practice Details

Practice Name:

[illegible]

Postal Address:

[illegible]

Post Code:

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[illegible][illegible]

Please list your qualifications including dates; include date of entry onto specialist list.

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Status in practice

Are you the owner, partner, associate or consultant?

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Clinical environment

Can you guarantee the student exclusive use of clinical space and appropriate nursing support?

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Resources

What resources will be available in your practice for the student orthodontic therapist?

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Do you have internet/email access in the practice/department?

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Do you have digital photography in the practice/department?

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Are you able to undertake a minimum of 1 hour tutorial/teaching session per week with the student Orthodontic Therapist?

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Will you be able to assess and monitor the student orthodontic therapist's competences and progress completing assessments and reports as directed by the course director?

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Under the requirements of the individual's indemnity every patient who the student Orthodontic Therapist sees has to be checked by an orthodontist on the specialist list at every visit. Will this be possible in your clinical environment?

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Do you have sufficient UOAs (or equivalent) to enable the student Orthodontic Therapist to achieve the requisite number of clinical competencies?

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Please include a draft timetable detailing how the student Orthodontic Therapist's 6 clinical sessions (**minimum**) are to be delivered.
We would advise 1 dedicated personal study session a week.

| | Mon | Tues | Wed | Thurs | Fri |
|----|-----|------|-----|-------|-----|
| AM | | | | | |
| PM | | | | | |

Any further information that you would like to add or you feel would be useful?

7. Declaration

The Manchester University NHS Foundation Trust (MFT) Central Manchester School for Dental Professionals needs to collect and store relevant data; this may include name, address, date of birth and other demographic information for student administration purposes. In collecting and using data the School must comply with the new European arrangements of the General Data Protection Regulation (GDPR) of May 2018.

Depending on the nature of your course we may be required to share this information with the educational and governing body of the award, The Royal College of Surgeons

MFT are registered with the Information Commissioners Office (ICO), registration number ZA 282424.

Please tick the box and sign and date to confirm that you have read, agreed and understood our data usage ☐

See our detailed Privacy Notice at www.mft.nhs.uk for more information.

Candidate Signature

.....Date.....

The trainee Orthodontic Therapist will comply with the standards and regulations set out by the Course Director. Failure to do so may result in course dismissal.

I understand that the course fee is **non refundable** and that the Work Place Practice is **liable** for the full course fee of £13,500 regardless of whether or not the trainee completes the course. In the event of the trainee not being successful in the final examination and a resit having to be undertaken, the said individual will have to pay the resit fee.

I confirm that I have read, understood and agree to comply with the terms and conditions of the Orthodontic Therapy Course above.

Applicants signature

Date

Trainers signature

Date

8. Equal Opportunities Monitoring Form

The Central Manchester School for Dental Care recognises that discrimination is unacceptable and there is a clear commitment to bring about equality of opportunity.

In order to effectively monitor this commitment you are asked to complete the form below.

This information will not be used by those involved in the selection and is for statistical purposes only. It will be separated from your job application as soon as it is received and will be treated as confidential.

Course Applied For: Orthodontic Therapy

Closing Date: 10th December 2021

1. ETHNIC ORIGIN

a) White ☐

British ☐

Irish ☐

Other (please specify):

b) Mixed

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Other (please specify):

c) Asian or Asian British

Indian ☐

Pakistani ☐

Bangladeshi ☐

Other (please specify):

| | |
|---|--|
| d) Black or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other (please specify): | |
| e) Other Ethnic Groups Chinese <input type="checkbox"/> Other (please specify): | |
| f) Not stated <input type="checkbox"/> Other (please specify): | |
| 2. GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> | |
| 3. MARITAL STATUS Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> | |
| 4. DATE OF BIRTH | |
| 5. AGE 16 - 20 <input type="checkbox"/> 21 – 34 <input type="checkbox"/> 35 - 50 <input type="checkbox"/> 51 - 65 <input type="checkbox"/> | |
| 6. DISABILITIES Do you consider you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 7. WHERE DID YOU SEE THE VACANCY? <input type="checkbox"/> NHS Journal <input type="checkbox"/> Newspaper <input type="checkbox"/> Job Centre <input type="checkbox"/> Vacancy Bulletin <input type="checkbox"/> Prof. Journal <input type="checkbox"/> Other (please specify)..... | |

Checklist

Please ensure you have included the following with your application:

Completed Student Application form ☐

Completed Trainer Application form ☐

Completed Terms & Conditions ☐

Completed Equal Opportunities Form ☐