



## **BOS/FGDP(UK) Diploma in Primary Care Orthodontics**

### **Course Director Job description and Person Specification**

#### **Introduction**

The Faculty of General Dental Practice (UK) and the British Orthodontic Society (BOS) have co-developed a training programme leading to a Diploma in Primary Care Orthodontics for dentists.

The programme is designed for practitioners who wish to extend their knowledge and skills for orthodontics, and/or aim to be recognised as dentists with a special interest in orthodontics (DwSI).

The training programme features blended learning i.e. some face to face teaching, distance learning and workplace-based training. An appropriate number of educational credits will be assigned to each of these components, totalling 120 credits, which equates to diploma level. The educational content is based on e-learning modules, in a managed learning environment.

The programme takes place over three years, with academic teaching and clinical supervision. Teaching is provided by a national group of teachers and lecturers who are consultants and specialist practitioners. At least one clinical session per week of supervised clinical teaching will take place throughout the three-year period. Trainees work with the support of a trainer who has completed a specialist training programme in a primary care practice or hospital, within a local managed clinical network.

The next intake for this programme will commence in October 2012.

The programme's aims and learning outcomes are shown in **Appendix 1**.

#### **The post**

##### **Course Director**

The Course Director will ensure that the required educational content is appropriately delivered, in collaboration with the FGDP(UK) Education Team. S/he will be supported by a Programme Executive Committee responsible for the management of the programme. The post holder will also act as leader for individual units and provide some teaching.

The FGDP(UK) Education Team is responsible for all liaisons with trainees as well as organisational and administrative arrangements such as briefing of trainees, administration of trainee records, provision of teaching facilities and materials, provision of course notes and generally ensuring the smooth running of the programme.

The Course Director is contract managed by the Programmes Manager, FGDP(UK) who reports to the Programme Executive Committee, the FGDP Education Committee and Quality Assurance and Enhancement Panel.

### **Duties and Responsibilities**

**In collaboration with the Programme Executive Committee and/or FGDP(UK) Education Team as appropriate.**

#### **Development**

1. share responsibility for management of the training programme with other members of the Programme Executive Committee
2. finalise educational content for face to face teaching units
3. identify suitable dates and facilities for the programme units.
4. identify sponsorship opportunities for the training programme
5. recruit teachers and specialist trainers
6. identify training requirements and learning opportunities for teachers and trainers, and assist in the development of suitable training programmes
7. develop the teaching modules to keep the material relevant to current practice, and informed by evidence, with an assigned Academic Lead
8. assist in the co-ordination and development of formative and summative assessments

#### **Delivery of the Programme**

##### **Before the programme starts**

9. ensure that the course is being organised in accordance with the policies and procedures set out in the course handbook
10. confirm availability of lecturers, and ensure they are adequately trained and briefed as to their responsibilities (as laid out in the handbook).
11. ensure that all arrangements are progressing smoothly and that the necessary equipment and materials have been arranged

##### **During the Programme**

12. be available when units are running and be prepared to deal with any problems on the day
13. demonstrate commitment to programme content and ensure that teachers and trainers do the same.
14. introduce the programme, ensuring that trainees understand how the workplace- based component and assessment processes will be conducted.
15. Oversee the activities of the teaching team, the Education Team, technicians and any other support staff.
16. uphold the aims and learning outcomes of the training programme and ensure the quality of the course.
17. ensure that teachers keep to the time schedules for lectures, seminars and practical demonstrations.
18. conduct teaching team meetings, before, during and at the end of the units

19. answer any questions raised by trainees or teaching staff
20. ensure the programme is evaluated by teaching staff and trainees, and feed results back to FGDP(UK)/BOS representatives
21. participate in the staff/trainee committee

#### After each unit

22. analyse the evaluation forms, noting suggested improvements, and return a summary to the FGDP(UK) and BOS as part of the programme report.

#### **Confidentiality**

23. The Course Director will inform the Programme Executive Committee and Education Team if s/he is involved with any other orthodontic courses or programmes. At no time should these activities compromise or conflict with the ethos of this FGDP/BOS programme.
24. The syllabus, curriculum, learning outcomes and teaching materials associated with the Diploma in Primary Care Orthodontics remain the intellectual property of the FGDP(UK) and the BOS.

#### **Person Specification**

##### Qualifications/Training/Experience/Skills/Knowledge

##### Essential

- Full registration with GDC and specialist registration in orthodontics
- Specialist orthodontic qualification e.g. MOrth.
- Membership or Fellowship of FGDP(UK) and/or FDS
- Demonstrable commitment to continuing postgraduate dental education
- Considerable experience in orthodontics.
- Experience of teaching at postgraduate level
- Experience of developing training programmes
- Experience of clinical and educational leadership and management
- Experience of curriculum development
- Understanding of workplace-based learning
- Appreciation of individual learning styles and possible barriers to learning
- Understanding of the knowledge, skills and attitudes needed to be an effective primary care dentist
- Knowledge of the DwSI framework in Orthodontics
- Effective team worker
- Excellent oral and written communication skills

##### Desirable

- Experience of mentoring

The next cohort of participants will commence in October 2012 and the course director will need to begin preparatory work in June 2012. Full administrative support and experience is provided by the FGDP(UK) Education team

- Up to 75 sessions (half day) at the guild rate can be claimed per year.

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### **Overall aim of the programme**

The course is designed to extend the primary care dentist's knowledge and skills for orthodontics.

### **Learning Outcomes**

On completion of the course, the primary care dentist should be competent to:

- critically appraise the orthodontic literature and have knowledge of basic clinical and material sciences.
- diagnose anomalies of the dentition, facial structures and functional conditions; also detect deviations of the development of the dentition, of facial growth and occurrence of functional abnormalities.
- formulate a treatment plan with the support, as required, from a specialist and predict its course.
- carry out relevant interceptive orthodontic measures.
- evaluate the need for orthodontic treatment and have the skills to communicate effectively to parents and patients. Understand the psychological aspects relevant to orthodontics.
- identify which patients to treat and which patients to refer.
- use appropriate computer-based technology relevant to orthodontics.

### **Programme structure:**

The programme takes place over a three-year period with academic teaching and clinical supervision. At least one clinical session per week of supervised clinical teaching takes place throughout the three-year period.

#### **Year 1**

Introductory 5-day teaching module comprising theory and practical skills with a fixed appliance typodont course. Continued teaching through electronic modules, weekend seminars and assessments

#### **Year 2**

Teaching modules linked to full days of teaching / tutorials.  
Teaching through electronic modules with assessment

#### **Year 3**

Teaching modules linked to full days of teaching / tutorials  
Teaching through electronic modules with assessment  
End of course examination, testing academic knowledge, diagnostic knowledge, ability to communicate and presentation of clinical material.