

High Street Smiles Ltd training policy

High Street Smiles is committed to employing the right people with the right skills for the duties that they are required to undertake. Where necessary, we will arrange or provide training to ensure that staff are competent and confident to carry out their work responsibilities.

This policy outlines the responsibilities of the practice towards its employees and the training that will be provided, as well as the responsibilities of employees who are undertaking training. Individual circumstances vary, however, and it is possible that not all training needs will be met by this policy. If you are unsure how the policy might work in your situation, please seek advice from **Emma Bednarczyk** our practice manager. The practice maintains records of all training undertaken by those who work here, including training provided by the practice (in whole or in part) and, wherever possible, training undertaken independently. This helps us to identify all the skills available within the practice, when update training may be required, and where skills may be lacking (and, therefore, when further training may be required). Everyone working at the practice should also maintain their own personal training log and also provide Emma with a copy of any relevant core CPD certificates.

New recruits

All new recruits to the practice, both employees and self-employed contractors are required to complete the induction training programme for the practice. The induction programme aims to equip all new recruits with an understanding of:

- the practice and the general day-to-day systems that are in place
- procedures specific to the role of the new employee or self-employed contractor
- essential health and safety requirements, including the practice risk assessment and the procedures for foreseeable emergencies
- the confidentiality of patient information
- other formal practice policies.

The induction programme is reviewed regularly and updated in line with current requirements. Induction training may take place over a period of time depending on the nature of the post and the existing skills of the new recruit. Throughout the period of induction, there will be regular one-to-one reviews to identify progress and further training requirements. Records of progress will be maintained by Emma Bednarczyk.

Identifying training needs

Individual and practice-wide training needs are identified and assessed at

- annual appraisal and development reviews; and
- practice meetings, when patient complaints or adverse incidents are discussed.

Training may be required to meet the specific needs of an individual, usually arising from a 6/12 monthly appraisal, for a group of individuals or for the whole practice. Depending on the training required, we will explore the most appropriate way of providing it – for example, at a practice meeting, a one-day or part-day seminar, or a formal training course involving assessments and/or examinations.

Participation in training

Training should improve or update knowledge and skills. Anyone participating in training must do so fully and make their best effort to complete the training successfully.

Training will take place during normal working hours, wherever possible. Where training is provided outside normal working hours, time off in-lieu will be granted. All staff are expected to attend these training sessions. Non-attendance at training may be a disciplinary matter. All registered employed DCPs will be entitled to at least two sessions of paid leave per year for formal training courses to meet their continual professional development requirements (see below).

Training fees

In-house training provided by other members of the practice team and training provided for the whole practice will not incur any costs to employees.

Fees may be payable for training provided by external trainers. The practice may agree to pay the necessary tuition fees, in full or in part, depending on individual circumstances. The amount paid by the practice may be recovered from the employee if the employee fails to complete the training course, or the employment contract is terminated (by either party) within 12 months of completing the training. Where the practice agrees to fund or contribute towards the cost of training, a separate agreement will be drawn up.

Personal development

Individuals may identify other training in which they wish to participate and can request the practice for support. Each request will be considered on its merits. If the training is essential to the requirements of the employee's job, the practice may agree to provide support (in whole or in part), subject to the above conditions of participation and fees. Where training is identified by the employee but is not regarded by the practice as essential to the requirements of the employee's job, the practice may, at its discretion, contribute towards fees or allow time off for the course, but is under no obligation to do so. All requests for non-essential training will be considered on an individual basis.

Professional responsibilities

Those who are registered with the General Dental Council (GDC) are required to undertake continuing professional development (CPD). Complying with CPD requirements is a personal responsibility; non-compliance may lead to suspension or removal from the GDC register. An employee who is suspended or removed from the GDC register, may be subject to disciplinary action.

Full details of the GDC's CPD requirements can be found on its website at www.gdc-uk.org. The following is a summary of these requirements:

- Dentists: 250 hours of CPD every five years, of which at least 75 must be verifiable CPD and up to 175 general CPD.
DCPs: 150 hours of CPD every five years, of which at least 50 must be verifiable CPD and up to 100 general CPD.
- Recommended core subjects are: medical emergencies (at least 10 hours per CPD cycle), radiography and radiation protection (at least 5 hours) and disinfection and decontamination (at least 5 hours)
- Those working in a clinical environment should also undertake CPD in legal and ethical issues, and handling complaints
- Registrants must submit an annual statement of their CPD to the GDC.