



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin



## **Information Pack**

**Trinity School of Dental Science**

**Dublin Dental University Hospital**

**Professional Diploma in Orthodontic Therapy 2017**

This pack contains:

1. Outline of Professional Diploma in Orthodontic Therapy and how to apply
2. Person specification for the Student Orthodontic Therapist
3. Person specification for the Trainer
4. Duties and obligations of the Student
5. Role of the Trainer
6. Work Placement requirements
7. Student Application Form
8. Trainer Application Form
9. Outline of Work Placement Form
10. Trainer/Supervisor Commitments Form

## **1. Outline of Professional Diploma in Orthodontic Therapy**

### **Programme outline and format**

The Professional Diploma in Orthodontic Therapy Programme lasts for approximately 12 months.

The initial Core Course lasts for 20 days (September to October 2017, alternate weeks), after which students will train in their work placements for approximately 11 months.

During this period of work placement, students will return to the Dublin Dental University Hospital (DDUH) for 14 Didactic Days of training, which will be spread over the remaining period of the programme and which will include support and preparation for the Final Examination.

### **Who is eligible to apply?**

To be eligible to join the programme, applicants **must** possess a qualification in either Dental Nursing or Dental Hygiene, have appropriate professional indemnity insurance, have at least two year's workplace experience (private orthodontic practice / public health orthodontic clinic) and be listed on the appropriate register maintained by the Dental Council of Ireland. Applicants must have a current BLS certificate.

Successful candidates will be required to show an acceptable Hepatitis B virus infection status result (i.e. negative HBsAg and negative HBcAb or in the presence of positive HBsAg or positive HBcAb, candidates will need to demonstrate negative HBeAg and negative HBV-DNA viral load) and a negative Hepatitis C antibody test result (or if positive, a negative PCR test for Hepatitis C RNA). They will also be required to show evidence of satisfactory protection against Hepatitis B (i.e. Hepatitis B titre level must be greater than 100 mIU/mL).

They **must also** have the written support of a suitably qualified orthodontist trainer, who is on the Specialist Register of Orthodontists of the Dental Council. Trainers must attend a "Training the Trainers" course to prepare them for their trainer role on the programme.

Please note that a trainer can only undertake to be responsible for one student. If a trainer would like more than one staff member to be on the programme, each candidate must have their own trainer. Trainers are required to be objective and must be unrelated to the student.

This information pack contains detailed person specifications for both prospective students and their trainers, including essential and desirable criteria, which will be taken into account in the shortlisting, interview and appointment process.

### **When does the programme start?**

The programme starts on Monday 4<sup>th</sup> September 2017 with the Core Course. The Core Course lasts for 20 days over alternate weeks during September and October.

### **How much does it cost?**

The EU fee for the programme is €13,000 plus bench fee (€1500) and for non-EU applicants it is €25,000 plus bench fee (€1500). Programme fees are payable in advance and must be paid at the time of acceptance of a programme place. Failure to pay the programme fee in time will lead to your offer of a place being withdrawn and offered to an alternative student. No fees will be refundable after acceptance. The programme takes no responsibility for oversight of placement visits outside the Republic of Ireland and neither does it take responsibility for graduates' eligibility to practice as orthodontic therapists outside the Republic of Ireland. Prospective students need to be aware that eligibility to practice as an orthodontic therapist outside the Republic of Ireland is not conferred by the acquisition of a Professional Diploma in Orthodontic Therapy from The University of Dublin, Trinity College. Prospective students who plan to work outside the Republic of Ireland should check with the professional regulatory body in that country before embarking on the application process for this diploma programme.

### **How do I apply?**

This information pack contains detailed person specifications for both prospective students and their trainers, including essential and desirable criteria which will be taken into account in the shortlisting, interview and appointment process.

Places will be allocated by competitive entry. As part of the process of being appointed to the programme, there will be a work placement assessment to ensure the facilities are suitable for the clinical work placement. Please note that this will take place for successful applicants only and that an invitation to interview does not imply that a workplace visitation will take place.

You should complete the following application forms **fully**, all of which must be downloaded from the School of Dental Science website:

- Student Application Form
- Trainer Application Form
- Outline of Work Placement Form
- Trainer/Supervisor Commitments Form

You must submit the €35 application fee to the address below – cheques to be made payable to Dublin Dental Hospital Board; credit/debit card payments can be made by phone to 01 612 7361.

The closing date for application to the programme is **5pm on Monday 20th March 2017**. Applications must be submitted by email to [natalie.mcgettigan@dental.tcd.ie](mailto:natalie.mcgettigan@dental.tcd.ie). A receipt of application will be sent by email.

Interviews will be held on **Tuesday 16th May 2017** and applicants must be accompanied by their prospective trainer when attending for interview. Please note that no alternative interview date will be available.

The interview process will involve an individual interview and a practical assessment for the applicant (prospective student) and an individual interview with the prospective workplace trainer.

The workplaces of those provisionally selected for the programme will be inspected after the interviews. Provisional offers will only be confirmed after a successful work placement assessment. Prospective workplace trainers will have to attend the “Training the Trainers” course at the end of June 2017 in the DDUH.

**What if I have any further questions?**

Please contact:

Ms Natalie McGettigan,  
Administrator for the Dental Hygiene, Dental Technology and Orthodontic Therapy Programmes,  
Dublin Dental University Hospital,  
Lincoln Place,  
Dublin D02 F859

Tel: + 353 1 6127361

Email: [natalie.mcgettigan@dental.tcd.ie](mailto:natalie.mcgettigan@dental.tcd.ie)

## 2. Person Specification for the Student Orthodontic Therapist

	Essential	Desirable
<b>Qualifications</b>	- Qualification as a Dental Nursing or Dental Hygiene and registered with the Dental Council of Ireland	
<b>Experience and Training</b>	- A minimum of two years of full-time (or part-time equivalent) post-qualification experience in an orthodontic practice	
<b>Skills and Abilities</b>	- Good communicator - Manually dextrous - Sound basic IT skills – email and the Internet - Experience in the use of MS Word and MS PowerPoint or equivalent programmes	
<b>Disposition</b>	- Caring approach to patients - Able to work under pressure - Evidence of high degree of integrity in all professional areas and an understanding and adherence to all Dental Council Standards documentation - Aware of own limitations and when to ask for assistance in line with Dental Council's Scope of Practice - Excellent team player	- Open minded and able to manage change - Hard working, with attention to detail
<b>Others</b>	- Able to attend Core Course (four alternate weeks from September to October 2017) on a full time basis and remaining Didactic Days throughout the year - Aware of and fully committed to the requirements of the programme - Sign a Memorandum of Understanding - Demonstrate both a desire and capability to learn - Access to computer and broadband internet	

### 3. Person Specification for the Trainer

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	- Registered on the Specialist Register of Orthodontists of the Dental Council of Ireland	
<b>Training Skills</b>	- Willingness to undertake appropriate preparation and training required to become and remain a trainer and to apply this whilst acting as a trainer	- Previous experience of training - Previous experience of undergraduate or postgraduate education
<b>Commitment to the programme</b>	- Willing to re-organise own daily routine and that of practice/clinic to take account of the presence of a student orthodontic therapist - Willing to supervise student clinical treatment, maintaining an appropriate case load, selecting appropriate patients and supervising their management by the student orthodontic therapist during each visit - Demonstrates a desire to train and an enthusiasm for orthodontic therapy training - Be willing to monitor the student's progress in the clinical setting, undertake assessment and provide regular feedback - Be prepared to work closely with the Programme Director throughout the programme	
<b>Providing appropriate training environment</b>	- Prepared to ensure that the training environment consistently meets the requirements for work placements - Provide a designated dental chair and appropriate nursing and administrative support for the student orthodontic therapist - Support work placement assessment visits and willingly respond to reports	- Is up to date on current best clinical practice - Can demonstrate involvement in staff appraisal, training and development

<b>Audit and CPD</b>	<ul style="list-style-type: none"> <li>- Proven commitment to education and CPD</li> </ul>	<ul style="list-style-type: none"> <li>- Current participation in peer review, audit and research</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>- A capable and ethical clinician</li> <li>- Good communicator</li> <li>- Sound basic IT skills – confident with the use of email and the internet and with a level of ability capable of assisting the student in these areas</li> </ul>	<ul style="list-style-type: none"> <li>- Experienced in the use of Word, PowerPoint and Excel or equivalent programmes</li> <li>- Skilled in digital photography</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>- Willing to offer appropriate pastoral support to a student orthodontic therapist</li> <li>- Evidence of high degree of integrity in all professional areas and understands confidentiality and ethics</li> <li>- Dynamic and open to educational opportunities</li> <li>- Works as part of a team in a well-run practice or department</li> </ul>	<ul style="list-style-type: none"> <li>- Open minded and able to manage change</li> <li>- Demonstrates leadership qualities</li> <li>- Enthusiastic and positive</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>- Able to work as trainer throughout duration of training programme</li> <li>- Aware of, and committed to, the requirements of the programme</li> <li>- Sign a Memorandum of Understanding</li> <li>- Demonstrates flexibility and the desire to learn</li> </ul>	

#### **4. Duties and obligations of the Student**

The following is a list of obligations expected to be contained within the educational obligations document to be issued to the student orthodontic therapists. The trainer will need to ensure that the student fulfills all these obligations:

1. Attend the private orthodontic practice / public health orthodontic clinic for the agreed hours and perform such clinical duties as appropriate for patient care and personal learning needs
2. Be willing to act as a participant in clinical orthodontic exercises performed by other trainees during the training programme (Core Course and Didactic Days).
3. Determine personal learning needs in discussion with the trainer
4. Maintain and keep up to date the logbook and be prepared to submit it for inspection when requested
5. Take an active part both in weekly tutorials with the trainer and periodic progress reviews
6. Attend all of the Core Course and all Didactic Days organised during the training period; normally, the only reason for not attending a didactic day will be sickness (prior written approval from the Programme Director must be obtained for absence from the Core Course and Didactic Days other than sickness)
7. Ensure that holidays do not lead to absence from the Core Course and Didactic Days
8. Adhere to all the programme rules and regulations.



## **5. The Role of the Trainer**

The main part of the student's training will occur within the work placement under the close supervision of an appointed trainer. S/he must be on the Specialist Register of Orthodontists of the Dental Council and must be able and willing to modify the running of the private orthodontic practice / public health orthodontic clinic to provide a suitable training environment. They will be responsible for the selection of appropriate patients for training and will act not only as a clinical trainer, but also as a mentor and role model.

The provision of the required level of supervision will be very demanding. Each patient treated by the student will need to be seen at the commencement, during and at the end of each visit. This can be disruptive to the running of a private orthodontic practice / public health orthodontic clinic unless it is well organised and managed.

There may be some advantage for training to occur in a site with multiple specialists who can share responsibility by designating specific sessions for supervision. A designated 'Lead' trainer could be responsible for coordinating the trainers within a training site. The details of all those who may be involved in student supervision must be included with the trainer application form.

All trainers within such a site would have to be on the Specialist Register of Orthodontists of the Dental Council and would be required to undergo the "Training the Trainers" course to prepare them for their teaching, support and assessment roles before a student commences their training work placement. This training will be organised by the DDUH. The "Training the Trainers" course contains elements defining the selection of patients for the student, clinical logbook keeping, assessment procedures and case presentations.

Trainers will be expected to fulfil their educational obligations as detailed within the trainer obligations document.

Students will be expected to fulfil their educational obligations as detailed within the student obligations document. Students will at all times remain employees of their private orthodontic practice / public health orthodontic clinic.

## 6. Work Placement Requirements

Having satisfactorily completed the 4 week Core Course, each student will have had their first experience of working within a patient's mouth and have started to acquire initial patient-management and clinical skills. It is essential as they move to their work placements that they enter a suitable and supportive training environment.

### Selection of Work Placements:

The training site must be one where the highest standards of dental care are routinely practiced by all members of staff. The facilities must be appropriately equipped, maintained, managed and staffed. A designated dental chair and qualified dental nurse must be available to the student.

Each site will be inspected, prior to student selection, and assessed against a detailed private orthodontic practice / public health orthodontic clinic inspection document to ensure that it meets the requirements specified. Requirements will include safe practice environment, equipment and instrumentation, support staff, private orthodontic practice / public health orthodontic clinic organisation and the training environment.

A copy of the inspection document is available upon request and will be sent out to all prospective work placements upon receipt of the student and trainer application forms.

It will include:

- To employ the student orthodontic therapist for the duration of the year-long programme. The student must work as an orthodontic therapist and no longer undertake duties previously undertaken in the workplace e.g. dental nurse, hygienist etc.;
- To agree hours of work in advance (no less than 27 hours of supervised clinical training) and to ensure that the student is able to attend the Core Course and educational Didactic Day programme at DDUH (34 days per year), Core Course Examination, Final Examination and any supplementary examinations;
- To ensure that required equipment is available to the student in order for him/her to complete the coursework to the necessary level;
- To take responsibility for the student's actions and ensure that the student follows the trainer's directions;
- To undertake a "Training the Trainers" course; this will take place at the Dublin Dental University Hospital. The aim of this course is to develop the skills required in a one-to-one teaching situation, to discuss tactics for maintaining a satisfactory trainer/student relationship and to indicate methods of preparing the practice for a student;
- To follow the "transition timetable" distributed at the "Training the Trainers" course to ensure a smooth transition into the clinical setting after the end of the four week Core Course;
- To provide adequate administrative and nursing support for the student orthodontic therapist;
- To be available on a day-to-day basis to check all patients seen by the student and to provide guidance and support to the student;
- To set aside one hour each week, within normal practice working hours, for a formal in-practice seminar;

- To ensure that the student is exposed to a wide range of orthodontic practice and that the student is fully occupied as much as is possible;
- To inform the Programme Director of any absence of the student from the workplace setting;
- To assess and monitor the student's progress and professional development by means of the continuous assessment portfolio (logbook and clinical competence tests) and provide appropriate feedback.
- To liaise with the Programme Director regarding the student's satisfactory completion of the work detailed in the continuous assessment portfolio and on their progress through the programme in general;
- To inform the Programme Director should the circumstances of either the trainer, the student or the private orthodontic practice / public health orthodontic clinic change in such a way as to alter the contract of employment between the trainer and the student.

### **Weekly timetable**

The details of working hours and annual leave will be a matter for agreement between the student and the trainer. However, it is expected that during each week of the work placement, students will receive no less than 27 hours of supervised clinical training. This should be tailored to ensure a broad exposure to clinical problems and the techniques used to manage them. The student's performance during each session will be fed back to the student.

Students will record each day's clinical activity in their logbooks. These will be checked at regular intervals by the Programme Director to ensure that the students are receiving a broad and balanced training.

In addition, work placement trainers will be expected to provide a one hour tutorial, within protected time, to offer support and to monitor student progress, including reviewing the student's Portfolio of Experience.

The remaining portion of each week, comprising approximately 6 or 7 hours will be designated for self-directed learning. Students will be expected to undertake background reading and prepare their case presentations.

### **Monitoring of training during work placement**

- 1) Each clinical session from the outset to the conclusion of the programme will be observed by the workplace trainer with feedback provided at the end of the session. Logbook data sheet entries must be completed for all patients and filed within the logbook.
- 2) Students are required to undertake clinical competency tests during the workplace placement. The assessment of clinical competency focuses on specialist competency and on accumulated learning. Each clinical competency will take place when the student has had the opportunity to practice the technique on a number of cases. Each competency will be clearly documented in the logbook and signed by the workplace trainer.
- 3) Student performance and progress will be reviewed at monthly scheduled meetings between the student and the workplace trainer within the private orthodontic practice / public health orthodontic clinic. This will provide a forum for the student to raise any issues they may have about their training.
- 4) The logbook will be regularly reviewed by the Programme Director during the Didactic Days throughout the year.
- 5) Regular meetings will be scheduled between the work placement trainer and the Programme Director to discuss student progress.