# **FdSc Dental Technology Placement Form.**

Thank you for considering the FdSc Dental Technology programme at Cardiff Metropolitan University. The programme expects that the applicant be employed full-time in a dental laboratory under the supervision of a General Dental Council (GDC) registered mentor. This document outlines important information the employer should consider as part of the application process; please read this document and provide contact details.

## Employer contact details.

|  |  |
| --- | --- |
| Applicants name: |  |
|  |  |
| Name of the dental laboratory: |  |
|  |  |
| Employer or manager name: |  |
|  |  |
| Name of the mentor (this can be the same as the employer or manager): |  |
|  |  |
| Mentors GDC Number: |  |
|  |  |
| Employer or manager contact phone number: |  |
|  |  |
| Employer or manager contact email address: |  |

## Confirmation signature.

I, the employer or manager, sign to confirm that I have read the information in this document and that my employee has my support to continue the application process.

|  |  |
| --- | --- |
| Employer or manager name: |  |
|  |  |
| Employer or manager signature: |  |
|  |  |
| Date signed: |  |

# **Audit interview instructions.**

The FdSc Dental Technology programme is accredited by the General Dental Council (GDC) UK. In order to meet the GDC's requirements, Cardiff Metropolitan University must audit placements via an audit interview. The interview is to ensure regulatory standards and behaviours aligned to GDC Standards for the Dental Team are being practised. If a mentor or employer is found to have deliberately misled the interviewer, this may result in the suspension or withdrawal of a student employee and, in severe cases, may be considered a Fitness to Practice concern (see GDC Fitness to Practice guidance and guidance for those employing students).

Audit interview dates are decided when the FdSc Dental Technology programme opens for applications each academic year. Once a student application has been received, the programme director will contact the employer/manager, mentor and applicant to inform them of the audit interview date for the year. If the employer/manager, mentor, and student cannot meet on the proposed date, the programme director may offer an alternative date but is not obligated to do so.

Audit Interviews are expected to take approximately 30 minutes and will use the Microsoft Teams communication platform. A link to the Microsoft Team's meeting room will be sent to the mentor and applicant the working day before the audit interview. We recommend using a PC or laptop with a camera and wired internet connection as the primary device and a second smart device, such as a smartphone or tablet, for a virtual tour of the laboratory facilities. The following interview format will be used:

1. The programme director will briefly introduce the programme's key points.
2. The programme director will ask the employer to verbally confirm that the following health and safety documentation is in place:
   1. Risk assessments for typical dental technology procedures.
   2. Control of Substances Hazardous to Health (COSHH) documentation.
   3. An infection control policy.
   4. An employer liability insurance certificate.
   5. Indemnity insurance for the mentor.
3. The programme director will ask the employer if they are registered with the Medicines and Healthcare Regulatory Agency (MHRA) and ask them to repeat the registration number.
4. The programme director will ask the mentor if they have GDC registration and ask them to repeat their GDC number.
5. The programme director will ask those present to describe their quality control procedure and compliance with the Medical Device Regulation (MDR).
6. All present will be asked if they have read and agree to the terms and conditions.
7. The mentor will be asked if they have read the Code of Professional Conduct for Mentors or will follow their workplace code of conduct.
8. The programme director will ask for a virtual tour of the laboratory. We recommend that a second person join the meeting using a smartphone or tablet to facilitate this.
9. The interviewees will be asked if they have any questions at this time.

If the student applies via the Recognition of Prior Experiential Learning (RPEL) route, the programme director will validate their knowledge of the Dental Technology subjects they wish to be awarded. Speak to the programme director for more information about the RPEL interview process.

If the employer or mentor does not verbally confirm they have the required documentation during the audit interview, they will be allowed time to procure them. At the outset of the programme, all employers and mentors will be asked to supply evidence of or confirm the following details via a digital form;

* An employer liability insurance certificate.
* The mentor's GDC number.
* The mentor's professional indemnity insurance.
* The dental laboratory's MHRA number.
* A laboratory prescription compliant with the Medical Devices Regulation.

# Terms and Conditions:

This agreement is between the student, the employer, the mentor and the University. It aims to provide a clear statement of the responsibilities of each party concerned and ensure the workplace fulfils all eligibility requirements in terms of location, pay and hours of work. It also ensures that students and employers are fully informed of the qualification requirements before commencing the training programme.

The training programme meets the General Dental Council's (GDC) Learning Outcomes and National Occupational Standards for Dental Technicians. A range of teaching methods enable the student to undertake the relevant assessments. Full details of the programme can be found in the joining documents.

This agreement outlines the roles and responsibilities of all parties throughout the training programme and is valid throughout the training programme.

When the programme commences, all parties must electronically sign this agreement, and you will be given a clearly defined period to do this.

## Obligations of the parties.

**The student will:**

1. Make themselves available for the whole academic year (typically 30 weeks, including the examination period).
2. Punctually attend all study days unless unable to do so due to illness or exceptional circumstances.
3. Communicate the reason for non-attendance with the programme leader and their employer before or on the study day or as soon as possible.
4. Contribute to the programme's quality assurance by periodically giving feedback on request or by participating in the programme committee as a student representative.
5. Read all guidance or supporting documentation provided by the programme team.
6. Ensure all coursework and portfolio work is authentic, completed and submitted by the appropriate deadlines.
7. Raise any concerns they have relating to coursework with their programme leader.
8. Comply with student policies.
9. Maintain a professional attitude concerning the authenticity of all course and portfolio work submitted.
10. Ensure a professional attitude towards their training regarding timekeeping, manners, personal presentation, behaviour, coursework submission and deadlines.

***Failure to comply with these requirements will be regarded as a breach of the educational agreement. Students may then be subject to Student Fitness to Study procedures as set out in the Cardiff Met Academic Handbook.***

**The Student's Employer or Manager will:**

1. Support the Mentor and Student in engaging with activities related to the student's studies, including providing adequate time each week.
2. Provide evidence of insurance and health and safety documentation to Cardiff Metropolitan University so it can ensure the employer is meeting their duty of care.
3. Ensure the laboratory environment meets all physical and wellbeing Health and Safety requirements following the Health and Safety Executive and put processes in place to keep the Mentor and Student up to date.
4. Ensure the laboratory environment meets all Control of Substances Hazardous to Health (COSHH) and put processes in place to keep the Mentor and Student up to date.
5. Ensure the laboratory has an up-to-date Infection Control Policy.
6. Ensure the laboratory meets all Medical Devices Regulations requirements.
7. Ensure a robust Quality Assurance process within the laboratory concerning work produced for patients.
8. Support the mentor in maintaining their GDC registration, including allowing time for Continuing Professional Development and developing a Personal Development Plan.
9. Conform to their own or our code of professional conduct.

**The Student's Mentor will:**

1. Ensure the student has frequent access to undertake a wide range of procedures in constructing custom-made dental devices. Arrangements must be made for students to ensure they can successfully meet the requirements of the programmes as set out in the programme handbook.
2. Allow and require the student to attend all scheduled study days (excluding illness) and examinations held at the University.
3. Allow the student to participate in weekly online tutorials via the web-based video conference system.
4. Act as the student's mentor OR provide an alternative GDC registered professional to mentor and oversee the student's progression throughout the training period.
5. Ensure the student receives support in the administration and completion of all coursework, including any procedures undertaken at the workplace.
6. Liaise as necessary with the Programme Director during the training programme and participate in programme committee meetings as an employer's representative if required.
7. Report any concerns relating to the student's educational development or progression during the training period to the programme director.
8. Be familiar with the General Dental Council's Guidance relating to Student Fitness to Practice Standards for the Dental of Team and employment of trainees, and apply its principles to the student's work and training.
9. Agree to Cardiff Metropolitan University Financial Terms and Conditions.
10. Conform to their own or our code of professional conduct.

***Failure to comply with these requirements will be regarded as a breach of the educational agreement and may breach GDC Fitness to Practice. Cardiff Met will always attempt to resolve any issue with the mentor by setting clear expectations and providing training and guidance. If Cardiff Met perceives that the mentor has not attempted to meet the requirements, we may choose to make a Fitness to Practice complaint against them.***

**The Programme Director (directly or through Module Leaders) will:**

1. Ensure the educational programme is structured to enable the student to meet the requirements of the GDC Learning Outcomes and the National Occupations Standards for Dental Technicians.
2. Provide the necessary educational equipment and resources.
3. Evaluate the suitability of each stage of the programme by seeking feedback from students, module leaders, lecturers, mentors and employers via the programme committee.
4. Monitor and assess the student's academic progression throughout the training programme.
5. Liaise with the student's employer and or mentor throughout the training programme.
6. Monitor the development of the student's professional attitude regarding timekeeping, manners and behaviour during the Study days and whilst participating in online lessons.
7. Contact the employer with any concerns relating to professionalism.
8. Ensure student support is made available during the training period.
9. Work with the Personal Academic Tutor to the Cardiff Metropolitan University Academic Standards and Quality Regulations.

## Review of Agreement

If it is established that the student is not performing satisfactorily and that the laboratory has provided a reasonable opportunity for training and coaching, the terms of this agreement may be reviewed. Equally, if at any time the Laboratory (Employer) does not provide a satisfactory workplace learning environment for the student, then the terms of this agreement may be reviewed.

Cardiff Met may seek to change the terms of this agreement. If it does so, it will always seek prior discussion with all the parties involved and give notice; however, it is also the students' and mentors' responsibility to engage in these discussions.

**FdSc Dental Technology Cardiff Met: Code of Professional Conduct for Mentors and Managers.**

Introduction

At Cardiff Met, we pride ourselves in being a values-driven university. Values inform how we think and act at Cardiff Met. Our performance is measured by the success of our staff, students and stakeholders working in partnership to improve graduate outcomes, civic engagement, international influence, and economic impact.

Mentors are stakeholders with whom Cardiff Met works in partnership to produce registerable dental technicians in the UK. Cardiff Met has a duty of care towards students on our programmes, even if they are studying at a distance in a placement. As part of this duty, we audit dental laboratories to ensure they are a safe working environment and that the mentor's behaviours align with General Dental Council Standards (GDC) for the Dental Team. You may have a workplace code of conduct, and we encourage you to follow it. However, if you do not have a code of conduct, the following explicitly outlines what we expect and what action we will take if these expectations are unmet.

Values and Behaviours

At Cardiff Met, we have high standards for ourselves, and this document aims to support the mentor's commitment to creating an amazing place to work and study where everybody thrives in a supportive and professional environment.

Mentors' conduct and behaviour impact the education and livelihoods of their colleagues, as well as the local environment and community. Therefore, all mentors are expected to have due regard for the impact of their behaviour and conduct on Dental Technology, students, colleagues, business stakeholders and community.

Purpose

This Code of Professional Conduct aims to provide a clear framework within which mentors of students in our dental technology programmes are expected to conduct themselves. The University strives to maintain a study environment for its students in which honesty, integrity and respect for fellow employees, students and business stakeholders of the University are constantly reflected in personal and professional behaviour and standards of conduct.

Scope

This Code of Professional Conduct applies to all mentors and all interactions with students and other individuals affiliated with Cardiff Met.

Principles

The standards of conduct and behaviour outlined in this document are representative and are not intended as an exhaustive list.

In addition to this Code of Professional Conduct, you are bound by the professional codes of conduct outlined in General Dental Standards for the Dental Team and Fitness to Practice.

Breaches of this Professional Code of Conduct will usually be dealt with informally in the first instance. However, repeated or serious breaches of this code may result in the relationship between the university and lab being ended and the student's study suspended until an alternative placement can be found. We encourage employees to resolve disputes internally or via The Advisory, Conciliation and Arbitration Service (ACAS) where possible. In severe misconduct cases, we may support students who take an employer to an employment tribunal to resolve legal disputes relating to unfair dismissal, discrimination, breach of contract or unfair deductions from pay.

Code of Professional Conduct

**Cardiff Met will:**

* Always treat mentors and colleagues with fairness, dignity, and respect.
* Support and encourage an environment where mentors are trusted and empowered to make decisions and work creatively.
* Deal proactively with and challenge any conduct contravening this Code of Professional Conduct.

**Cardiff Met expects all mentors to:**

* Behave professionally and respectfully, maintaining appropriate professional boundaries between colleagues, students and any other people they may meet while performing their duties.
* Contribute to maintaining a safe working environment for students, colleagues and patients by ensuring the requisite legal requirements are in place.
* Behave courteously and treat other University community members with dignity and respect inside and outside work.
* Recognise that there is likely a related power differential in a professional context, e.g., mentor/student and especially within close and/or sexual relationships.
* Strongly discourage any close and/or sexual relationships between themselves and enrolled students. Mentors are expected to act professionally and with integrity and maintain professional boundaries with students.
* Never abuse their power or put themselves in a position where it could be perceived that their power is abused.
* Cooperate in creating an inclusive environment in which they collaborate, provide feedback constructively, and value the contribution of others.
* Recognise that all University community members have the right to be treated with dignity and respect. If you witness behaviour that may constitute harassment or bullying, notify the laboratory owner or manager and notify the programme director.
* Be accountable for their performance, results, decisions, and behaviour.
* Acknowledge change as a constant and that the University requires you to be prepared to engage positively with change for the benefit of the University and our students. The University will support you to enable you to do this.
* Maintaining silence if things are seriously wrong and where there are opportunities to express your concerns, particularly where student welfare or career progression and reward are concerned.

**If a student formally or informally reports behaviours that Cardiff Met deems to have breached this code of professional conduct, we may:**

* Attempt to resolve the issue informally by contacting the mentor.
* Attempt to resolve the issue informally by contacting the dental laboratory owner or manager.
* Support the use of a conciliation service like ACAS.
* Aid a student in finding an alternative placement where possible.
* Suspend the student from study until an alternative placement can be found.
* Reject future applications from students at a dental laboratory until we see sufficient evidence that the working environment has improved.
* In severe cases, we may support students who take an employer to an employment tribunal to resolve legal disputes.
* In severe cases, we may make a fitness to practice complaint against the employer.