

GUIDANCE FOR APPLICANTS

Guidance on Submitting your FDT Application

Thank you for considering applying for Associate, Membership or Fellowship of the Faculty of Dental Trainers at the Royal College of Surgeons of Edinburgh (RCSEd).

About the Faculty

This is the first Faculty for dental trainers in the UK. It is open to those who have an active interest in dental training both in the UK and internationally. The philosophy of the Faculty is to foster a culture of inclusivity and development for all its members and to promote and disseminate best practice within dental education and wider communities.

The purpose of the Faculty is to enhance the quality of patient care and to ensure that patient needs are met safely. Accordingly, the Faculty aims to help and develop dental trainers in their role/s and to support dental training for the whole team across healthcare sectors. It will work to increase the profile and recognition of dental education, teaching and training and to disseminate the message that excellent dental training means high quality and safe patient care. Educational activities across the dental disciplines and training in both technical and non-technical skills will be recognised.

Membership of the FDT is available at three levels: Associate, Member and Fellow. Members and Fellows of the Faculty will be awarded the post-nominals MDTFEd and FDTFEd.

How to join

Membership of the Faculty is open to all those in the UK and internationally who have an interest in dental training, regardless of College affiliation. You can join as an Associate, Member or Fellow of the Faculty.

To apply to join, please complete the FDT application form and submit all the www.fdt.rcsed.ac.uk required documentation to fdt@rcsed.ac.uk

Associate

Becoming an Associate of the Faculty demonstrates your interest in dental training.

To join as an Associate, please submit to the Faculty Office:

- A letter of support from an Educational Supervisor or comparable professional. This letter should detail your interest and involvement in dental teaching and training.

Member

To become a Member of the Faculty of Dental Trainers you must demonstrate a clear interest and participation in dental teaching, training and education. To be eligible you must be a qualified dentist, dental nurse, dental hygienist, dental therapist, orthodontic therapist, dental technician or clinical dental technician registered with your relevant regulatory authority and demonstrate that you are an active and engaged dental trainer. We will assess your interest and participation in dental training based on the three domains of: Teaching & Training Activity; Educational Leadership Activity; Publication, Research & Scholarship Activity. Examples of activities for the areas within each domain are listed below. We would expect Membership level applicants to demonstrate activity in a minimum of five areas across at least two of the three domains.

To join as a Member, please submit to the Faculty Office:

- The application form which can be downloaded from the website. This should be completed as instructed. Evidence should not be duplicated across the domains and areas. Additional Curriculum Vitae information must not be submitted.

Fellow

Fellowship of the Faculty is our highest reward for individuals with a clear commitment to excellence, and a high level of commitment in the field of dental education and training. You must be a qualified dentist, dental nurse, dental hygienist, dental therapist, orthodontic therapist, dental technician or clinical dental technician registered with your relevant regulatory authority. Applicants are expected to demonstrate activity across all three domains and significantly over and above the five areas of activity needed for a Membership level application.

To join as a Fellow, please submit to the Faculty Office:

- The application form which can be downloaded from the website. This should be completed as instructed. Evidence should not be duplicated across the domains and areas. Additional Curriculum Vitae information must not be submitted.
- Two supporting structured references – guidance for referees can be found on our website. Referees should normally be a peer of the applicant who can make informed comment on the individual's commitment to training and not, for example, a trainee.

Educational domains and examples of evidence

Teaching & Training Activity

- Clinical supervision
- Training the Trainers Course or equivalent
- Examinerships
- Awards for teaching and training
- Delivery of Education Courses
- Involvement in workplace-based assessments and feedback

Educational Leadership

- Educational supervisor
- Educational course co-ordinator/leader
- Curriculum development
- Development of educational material
- Senior role in dental education
- Contribution to relevant education Boards

Publication, Research and Scholarship

- Higher educational qualification
- Training or education publications in peer reviewed journals
- Presentations in training or education
- Supervision of educational research
- Contributions to education or training policy documents

About the Assessment Process

An Assessment Panel aims to convene at least every three months and normally in March, June, September and December, depending on the number of applications. The dates of Assessment Panel meetings will be published on the website.

The panel consists of three assessors from the FDT Faculty Steering Group. Assessors working independently, will consider your application before the Assessment Panel meets to make a joint decision. The Panel then makes a recommendation of:

- No award recommended on the basis of this application
- More information to be requested from applicant
- Associate award granted
- Membership award recommended
- Fellowship award recommended.

Associate applications

Individuals who have submitted an application for Associate will be advised of the outcome in writing within 14 working days of the Assessment Panel meeting.

Member and Fellowship applications

Successful applications for Membership or Fellowship will be recommended by the Assessment Panel to the Royal College of Surgeons of Edinburgh Dental Council and thereafter the College Council for ratification. Membership and Fellowship level awards are normally conferred at one of the College Diploma ceremonies. Successful applicants will be notified of the outcome of their applications shortly after ratification by College Council.

Tips for the Application Process

A successful application depends upon you providing the evidence on which your application is assessed. This can be seen almost as a self-assessment exercise of your activity in the field of dental training. Those assessing your application will refer to the three educational domains that we have listed above to judge whether you have demonstrated that you have attained the appropriate standard for Membership or Fellowship of the Faculty.

Remember that you should base your application around your dental training and educational activity, focused within the three domains and areas as outlined above. Also remember to set out your achievements clearly – they cannot be inferred by the Assessment Panel and must be explicitly set out in your application.

For all those who are successful with their applications the following fees are payable:

Membership Category	Annual Subscription	Election fee (one-off)	Administration fee (one-off)	Post nominals
Fellow	£120	£100	N/A	FDTFEd
Member	£75	£50	N/A	MDTFEd
Associate	£40	N/A	£25	N/A
<i>Rates for applicants who are already affiliated with the RCSEd or its Faculty of Dental Surgery</i>				
Fellow	N/A	£100	N/A	FDTFEd
Member	N/A	£50	N/A	MDTFEd
Associate	N/A	N/A	£25	N/A

Members and Fellows of the FDT are permitted to use their postnominals as long as they remain in good standing with the Faculty or with RCSEd if they are also a member of the College.

For more information please visit www.fdt.rcsed.ac.uk or contact the Faculty on fdt@rcsed.ac.uk or +44 (0) 131 527 1706.