



Faculty of Dental Trainers Guidance for Applicants

Please read this guidance before
completing the application form

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.

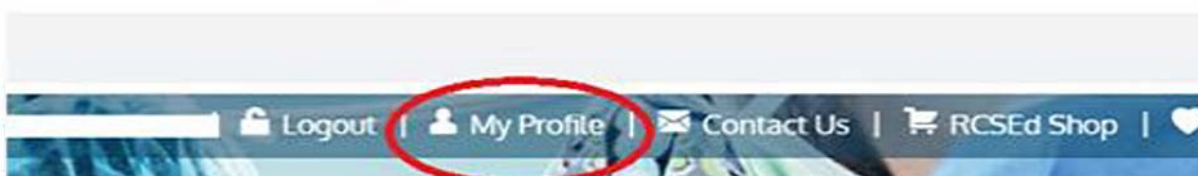
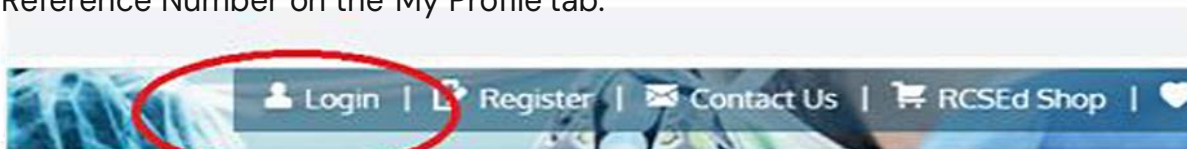
Membership of the FDT is available at three levels: Associate, Member and Fellow. Members and Fellows of the Faculty will be awarded the post-nominals MDTFEd and FDTFEd.

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 required documentation to fdt@rcsed.ac.uk. The application form and guidance documents are available at <https://fdt.rcsed.ac.uk/how-to-join/>

You will need to include a RCSEd College reference number on your application. To obtain a College Reference Number, please go to www.rcsed.ac.uk and click on Register at the top of the page to create a RCSEd online account. Once you have done this, you will find your Reference Number on the My Profile tab.



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.

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 panel consists of three assessors from the FDT Executive Committee. Assessors working independently, will consider your anonymised 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 the applicant
- Associate award granted
- Membership award recommended
- Fellowship award recommended

Associate applications

Individuals who have submitted an application for Associate will normally 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 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.

Educational domains and submission of evidence

The evidence to support your application must be presented within the following three dental educational Domains and by using the bullet point headings:

Domain One: Teaching & Training Activity

- Clinical supervision
- Training undertaken to become a trainer, e.g. Training the Trainers course or equivalent
- Examinerships
- Awards in teaching and training
- Delivery of education/training courses
- Involvement in workplace-based assessments and feedback

Domain Two: Educational Leadership

- Educational Supervisor
- Educational course leader/co-ordinator
- Training Programme Director
- Curriculum development
- Senior role in dental education
- Contribution to relevant education boards

Domain Three: Publication, Research and Scholarship

- Higher educational qualification in dental education – e.g. Certificate, Diploma or Fellow of Higher Education Academy
- Higher qualification in dental education – Master/PhD
- Development of educational material
- Publications on dental education/training in peer reviewed journals
- Presentations in dental education/training
- Supervision of research in dental education/training for a paper/higher degree
- Contributions to dental education/training policy documents

Please note that **only** dental qualifications that are in the field of dental education should be included in this domain as evidence.

Publications, presentations and supervision of research in the applicant's specialty area and that are outwith the areas of dental education, teaching and training should **not** be listed as evidence.

Tips for the Application Process

Please refer to the guidance documentation, annotated application form and document listing relevant examples of evidence on our [website](#) before completing the form.

ONLY EVIDENCE THAT DIRECTLY RELATES TO THE SUBJECT AREAS OF DENTAL EDUCATION, TEACHING AND TRAINING SHOULD BE INCLUDED and this should be listed and/or presented as a succinct summary. The success of any application is dependent upon the applicant's quality of evidence, activity over time and the extent of his/her engagement in teaching, training and dental education. 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.

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 and bullet points 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.

It is important to emphasise any postgraduate experience when completing your application. If you are just undertaking undergraduate teaching and training in a university or teaching hospital, you should have a significant level and quantity of experience. If you are a dentist working outside a teaching hospital e.g. in practice, then training may not be part of your normal working and so less experience with teaching and training is generally expected.

You do NOT have to be able to give evidence for all the bullet headings within the Domains and if you do not have any experience to fulfil some of the headings, then it is quite alright to leave them blank. It is not necessary to have performed in all areas. For Membership level you must give enough evidence in two of the three Domains. For Fellowship level, applicants must be able to provide evidence in all three Domains.

NO MORE than six pages of the application form may be used to present your evidence for the three domains. If your evidence exceeds six A4 pages, then your application will be returned and you will be asked to resubmit staying within the page limit. You may allocate those six pages as you wish.

Please remember:

- Evidence should be placed using the bullet point headings within the boxes for each domain.
- Evidence should not be duplicated between the bullet point headings and domains.
- Do not exceed more than six A4 pages of the form to present your evidence.
- Not all domains or bullet point headings require to be completed. Leave a blank space if you have no relevant evidence in a particular area.
- Submit the application form to fdt@rcsed.ac.uk
- Do not use a font smaller than 9-point.
- Do not send in supplementary information.

Subscription Rates and Fees

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

Membership Category	Annual Subscription	One-off joining fee	Post nominals
<i>Rates for applicants who are <u>not</u> already affiliated with the RCSEd or its Faculty of Dental Surgery</i>			
Fellow	£120	£110	FDTFEd
Member	£75	£60	MDTFEd
Associate	£40	£25	N/A
<i>Rates for applicants who are already affiliated with the RCSEd or its Faculty of Dental Surgery</i>			
Fellow	N/A	£110	FDTFEd
Member	N/A	£60	MDTFEd
Associate	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 the RCSEd if they are also a member of the College.

For more information please visit our [website](#) or contact the Faculty on fdt@rcsed.ac.uk or +44 (0) 131 527 1585.

The Faculty strives to be diverse and inclusive. We particularly welcome applications from suitably qualified individuals from protected characteristic groups.

By submitting an application, you understand that RCSEd will process your personal data in accordance with the terms of the General Data Protection Regulation (GDPR).

We will not share your data with any third party unless there is a statutory requirement for us to do so or unless we require to do so to deliver our services. Such sharing will only be undertaken where the appropriate Data Processing Agreements are in place and for tightly controlled purposes. The College will retain your data for the periods of time described in our privacy statement. Further details may be found on our website at <https://www.rcsed.ac.uk/privacy>