



Dental Foundation Training – important information for Hosts

With the commencement of a new Dental Foundation Training year, Lead Employer would like to take the opportunity provide some key advice and guidance for our Host Organisations.

ESR (Electronic Staff Record)

- As a Host Organisation, you must have access to our supervisor self-service platform on ESR to view your trainee and record their annual leave and sickness.
- If you do not have access, further details of how you can request this can be found here: [Lead Employer - MWL | Supervisor Self-service on ESR \(merseywestlancs.nhs.uk\)](https://merseywestlancs.nhs.uk)
- It is important to maintain accurate records of leave and absence for monitoring and pay purposes.

Annual Leave

- Each Foundation Dentist has an entitlement of 20 days annual leave plus 8 days of bank holiday leave. This entitlement will be pro-rated for Less Than Full Time Foundation Dentists.
- It is the role of the Foundation Dentist to ensure their annual leave is recorded on ESR once this has been approved by their Educational Supervisor.
- All requests for annual leave should be discussed and agreed with supervisors and appropriate notice should be given in line with local policies and procedures.
- The Annual Leave Policy can be viewed here: [Lead Employer - MWL | Policies and Forms \(merseywestlancs.nhs.uk\)](https://merseywestlancs.nhs.uk)

Sickness

- Foundation Dentists should report all sickness to their supervisor, which they will then record on ESR.
- Where sickness exceeds 7 calendar days, Foundation Dentists must provide a fit note from their healthcare professional to certify their sickness and provide a copy to the Lead Employer to ensure they are paid correctly.
- If an absence exceeds 28 days, this would be classed as long-term sickness and managed with support from the HR Business Partner and Advisory Team who will guide return to work discussions when appropriate to do so.
- There are also processes in place to monitor and manage frequent short term absence.
- The Attendance Management Policy and associated processes can be viewed here: [Lead Employer - MWL | Policies and Forms \(merseywestlancs.nhs.uk\)](https://merseywestlancs.nhs.uk)



Leave for Other Reasons

- Special Leave is exceptional leave which may be granted to Foundation Dentists in certain circumstances.
- Further details regarding the different categories of Special Leave can be viewed in the Policy here: [Lead Employer - MWL | Policies and Forms \(merseywestlancs.nhs.uk\)](https://merseywestlancs.nhs.uk)
- Special Leave must also be discussed and agreed with supervisors and recorded on ESR.

Handling Concerns

- Should any concerns arise in relation to a Foundation Dentist who is placed with you, these should be shared promptly with the Lead Employer.
- Concerns raised may include matters relating to:
 - Conduct, health or capability of the Foundation Dentist.
 - AWOL
 - Concerns regarding education and training.
 - Safeguarding matters.
 - General Dental Council (GDC) Fitness to Practice concerns or investigations.
 - Serious Untoward Incidents (SUI's) or Never Events.
 - Concerns raised by patients or families in relation to the care provided by the Foundation Dentist.
 - Police matters
 - Other conduct matters, i.e. repeated lateness, not following processes etc.
- In these circumstances, members of our HR Business Partner and Advisory team will support you in addressing these concerns in line with the Lead Employer Handling Concerns Policy, which can be viewed here:
- In all of the above circumstances, it is **vital** to notify the Lead Employer at the earliest opportunity to enable prompt resolution of any concerns raised to ensure that appropriate and timely support is available.
- If you are unsure as to whether a concern should be raised to the Lead Employer, it is always better to discuss with a member of the Business Partner and Advisory team.
[Contact the helpdesk or see telephone menu options to speak to the right team.](#)

Respect & Dignity at Work

- Lead Employer is committed to creating a safe and fair working environment where everybody is treated with dignity and respect – any bullying and harassment of Foundation Dentists is completely unacceptable.
- Each Foundation Dentist should take personal responsibility for their own behaviour, treating colleagues with respect and ensuring they comply with the Respect and Dignity at Work policy which can be viewed here: [Lead Employer - MWL | Policies and Forms \(merseywestlancs.nhs.uk\)](https://merseywestlancs.nhs.uk)