


Please see headings below for further information and resources to support you through the year.

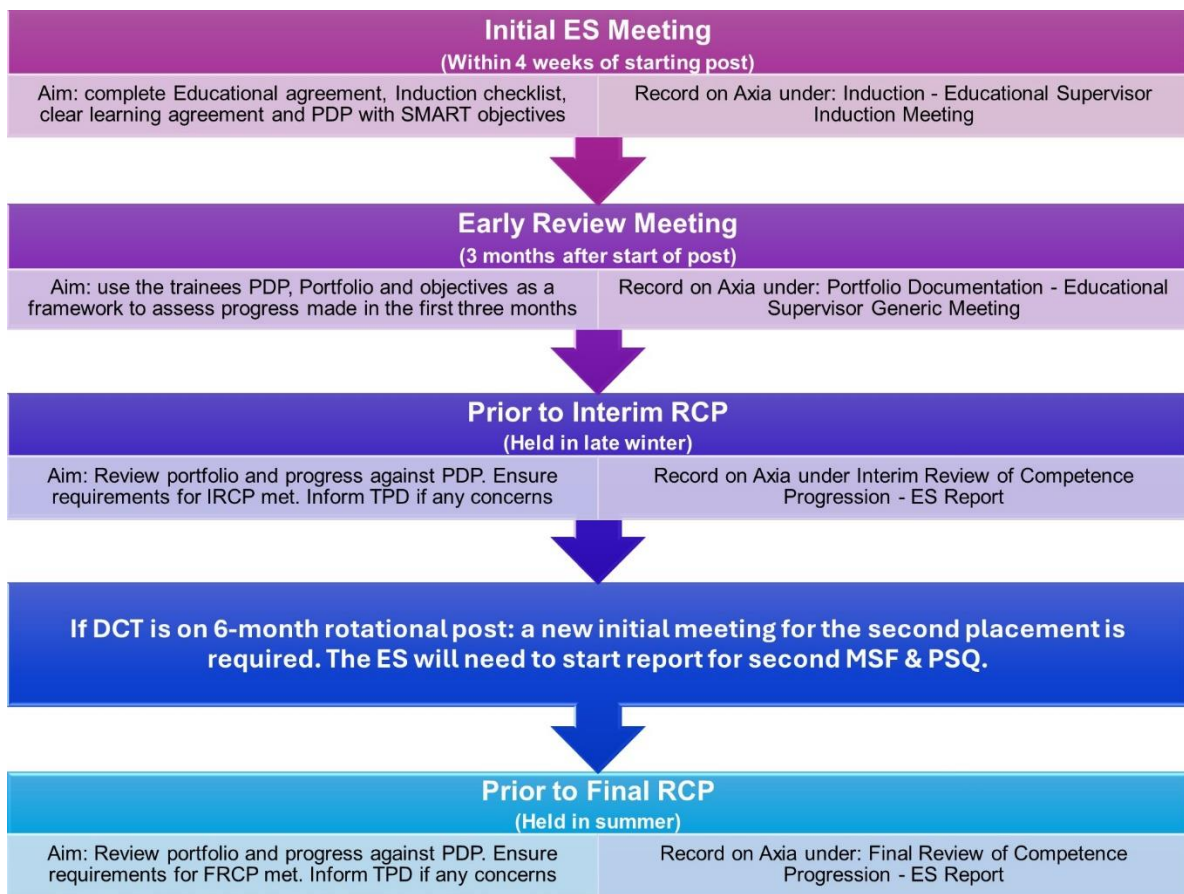
<p><u>Axia Portfolio</u></p>	<p>Dental Core Trainees collect evidence of their training on the ePortfolio system hosted by Axia.</p> <p>* Your portfolio remains active for 6 years, after which time you will not be able to access the information, so we advise that you download and keep personal copies of your portfolio*</p> <p>Click here for Axia homepage. https://dentaleportfolio.hee.nhs.uk/Logon.aspx?ReturnUrl=%2fdefault.aspx</p> <p>Please click here for an introduction video to Axia for DCT's. Introduction to the Dental e-Portfolio for DCTs - YouTube</p>
<p><u>Axia Support sessions</u></p>	<p>The TPD's will be running training/support sessions throughout the year.</p> <p>Dates will be distributed via the admin team at the beginning of the academic year.</p>
<p><u>Axia Queries</u></p>	<p>For any Axia portfolio queries please contact the NHSE team via PGMDE Support Portal (PSP)</p> <p>LINK: https://lasepgmdesupport.hee.nhs.uk/support/home</p>
<p><u>Axia 'how to' instruction sheets and videos.</u></p>	<p>Please see following links to help you with:</p> <p>PSQ - Information Sheet https://london.hee.nhs.uk/sites/default/files/file_6_information_sheet_6_psq.pdf</p> <p>How to complete PSQ on paper & upload to Axia LINK: Instructions on how to complete PSQs on paper and upload to Axia portfolio</p>
<p><u>Training location on Axia ePortfolio</u></p>	<p>Please ensure the location is correct for your DCT post on your portfolio.</p> <p>If it is not correct, please amend.</p>

	<p>It is important you do this as this information will show up on your completion certificate. If it is not correct your completion certificate will print incorrectly.</p> <p>How to update Location on your Axia portfolio:</p> <p>Click on the "Update Location" button. – circled in pink on screenshot below.</p> <p>Fill in your location. The most important fields are the Practice name and Address Line 1 as it will appear on your certificate.</p>						
	 <p>Dental Core Training 1 [Click to show Location, ES and TPD details]</p> <p>Programme Start Date: 01/07/2021</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Educational Supervisor(s)</th> <th>Training Programme Director(s)</th> </tr> </thead> <tbody> <tr> <td>No Location has been set for this programme.</td> <td></td> <td>No Training Programme Directors have been assigned to this programme.</td> </tr> </tbody> </table> <p><small>You can view additional information about a member by clicking their name.</small></p> <p>Example Tour Update Location</p>	Location	Educational Supervisor(s)	Training Programme Director(s)	No Location has been set for this programme.		No Training Programme Directors have been assigned to this programme.
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No Location has been set for this programme.		No Training Programme Directors have been assigned to this programme.					
<p><u>Mandatory Study days</u></p>	<p>There are some mandatory study sessions in the year.</p> <p>If you are unable to attend these, please contact your TPD as soon as possible. Examples of mandatory days are:</p> <ul style="list-style-type: none"> • DCT Induction (start of the academic year) • DCT Awards Day (held towards the end of the academic year) 						
<p><u>TPD Organised study days</u></p>	<p>Dates of courses organised by your TPD's will be sent to you via the admin team.</p>						
<p><u>NHSE Study Leave Guidance</u></p>	<p>Please follow this link for information about NHSE study leave funding guidance and procedures.</p> <p>LINK: Support : HEE-NHS</p> <p>Please follow this link for the approved optional course list.</p> <p>Click the 'Dental Course List' under Study Leave Course Lists section and a separate PDF will open.</p> <p>LINK: https://lasepgmdesupport.hee.nhs.uk/support/solutions/7000016490</p> <p><i>**This is updated through the year so please check before you submit any study leave**</i></p>						
<p><u>Discretionary study leave</u></p>	<p>Please ensure:</p> <ul style="list-style-type: none"> - your ES has approved any discretionary study leave - you attach evidence of any acceptance emails for posters/presentations - you complete the Discretionary Study Leave Application – TPD Request Template 						

	<p><i>before</i> you email your TPD.</p> <p>Please follow this link for information about NHSE study leave funding guidance and procedures</p> <p>LINK: Support : HEE-NHS</p> <p>Link for Discretionary Study Leave Application – TPD Request Template</p> <p>https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000083528-discretionary-study-leave-application-tpd-request-template</p>
<u>Interim RCP</u>	<p>Dental Core Training iRCP Guidance e.g. what is required can be found here. LINK</p> <p>**Ignore the fact it says 2022 Guidance. It is the same this year**</p> <p>RCP's are <i>in absentia</i>. You do not need to attend.</p>
<u>Final RCP.</u>	<p>Dental Core Training FRCP Guidance e.g. what is required can be found here. LINK</p> <p>**Ignore the fact it says 2022 Guidance. It is the same this year**</p> <p>RCP's are <i>in absentia</i>. You do not need to attend.</p>
For Academic Trainees ONLY	<p>DCT Academic Progress form can be found on the COPDEND website here:</p> <p>https://www.copdend.org/postgraduate-training/header-dental-core-training/dct-rfp-guidance/</p>
Other useful resources:	<p>NHSE commissions a number of excellent clinical skills and hands-on courses as a CPD resource via the Accent course platform. Free account registration required.</p> <p>LINK: Accent Course Manager (hicom.co.uk)</p> <p>LonDec. King's College London's postgraduate dental education and training centre: https://www.londec.co.uk</p> <p>COPDEND. The UK Committee of Postgraduate Dental Deans and Directors comprises all the Postgraduate Dental Deans and Directors in the UK. Play a key role in Postgraduate Dental Training.</p> <p>https://www.copdend.org</p> <p>National Institute for Health and Care Research (NIHR)</p>

	<p>https://www.nihr.ac.uk</p> <p>Spiral Leadership Toolkit.</p> <p>https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000038522-spiral-leadership-toolkit</p> <p>NHS Leadership Academy</p> <p>https://www.leadershipacademy.nhs.uk/programmes/</p> <p>eLogbook – Pan-Surgical Electronic Logbook for UK and Ireland.</p> <p>https://www.elogbook.org</p> <p>Examples of Coaching/mentoring/leadership courses: Coaching and mentoring level 3 DCT</p> <p>Leadership and Management for DCT's Level 5</p>
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Timeline for meeting with your Educational Supervisor (ES)



Additional ES meetings should be recorded under ES Generic meeting in your Axia Portfolio