

Bedford Dental Foundation Training Scheme

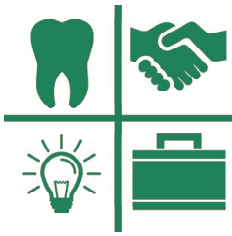
Scheme Handbook 2019 - 2020



Developing people
for health and
healthcare

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Bedford Hospital Learning and Education Centre



Bedford Dental Foundation Training Scheme

“ Welcome to the
Bedford Dental
Foundation Training
Scheme”

This Handbook is to provide you with information about the Scheme and how Dental Foundation Training functions. It is meant to be used in conjunction with the programmes which will be issued for each of the three terms, Autumn, Spring and Summer, and also the National DFT Handbook.

In this handbook there is a section about Health Education England—East of England and the people who make up the Dental Foundation Training organisation. There is also a section about our base at Bedford Hospital Learning and Education Centre.

The year of Dental Foundation Training is a very valuable one during which you have the chance to gain wonderful experience in the provision of excellent dental care within a general dental practice setting. You will learn many things, and you will find yourself in many challenging situations. However, it is also meant to be fun.

Those who have undertaken Dental Foundation Training before you have found it to be a tremendous experience and they are always sad when they realise that their year is ending. You are at the start of your year and all is ahead of you. Let us work together to make it an excellent year for you.

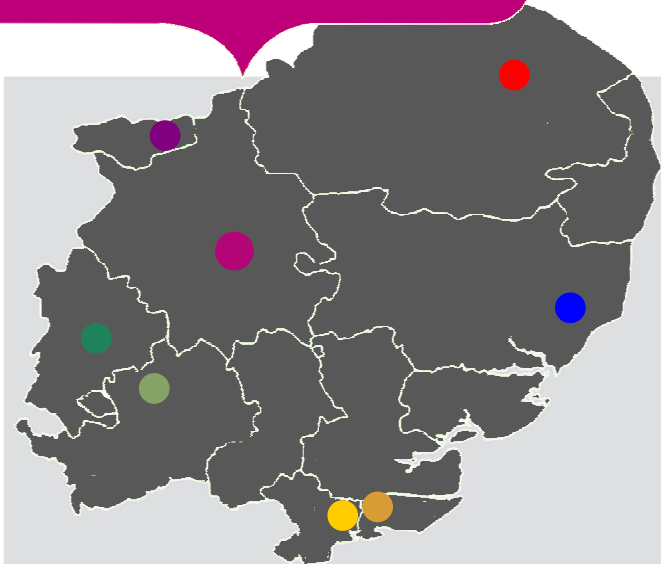
Health Education England

East of England



Health Education England East of England

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The Regional Team

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■ Ipswich

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Health Education England

East of England

Learning and Education Centre

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☎ 01234 792267

💻 Alison.Matton@bedfordhospital.nhs.uk



Postgraduate Centre Manager

Mrs. Rosa Lombardi

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Mrs. Alison Matton



Training Programme Director

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Learning and Education Centre Bedford Hospital



Bedford Hospital Learning and Education Centre is situated just inside the grounds of Bedford Hospital in Amphill Road, Bedford. It is within walking distance of Bedford Midland Road railway station, and is served by local buses.

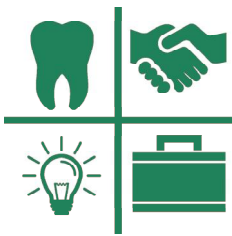
Car parking is available at the hospital, the car park being in Britannia Road on the eastern side of the hospital. The map below shows how to find the hospital and the centre.



The Learning and Education Centre has available several rooms for our use. The largest room is the Main Lecture Theatre, where most of the sessions for the Study Days are held, but there is also the smaller Christopher Reeves lecture room – which we use some Fridays. Other rooms include a Seminar Room, and Administrative Offices.

We have available for our use many audio visual aids, and also have air conditioning.





Learning and Education Centre Bedford Hospital



The Learning and Education Centre offices are staffed by several administrators, responsible for the overall running of the courses held at the centre. Besides our Scheme, there are many other courses for all branches of the medical and dental professions.



The Bevan Resource Centre

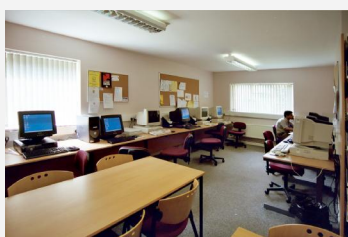


The Library and Information Centre is accommodated in a separate building behind the Learning and Education Centre and is open to use by all FDs on the Bedford Scheme. Beside books and journals, there is a Computer Aided Learning facility. The content of the library is constantly being updated and suggestions for the possible purchase of new publications to improve the facilities would be welcomed. These requests should be forwarded to your

Training Programme Director.



Any articles or publications from Dental magazines and journals which you consider to be of special interest to the Foundation Training scheme should be noted and opportunities to present summaries of these articles will arise during the year.



Study Days



Your Study Days are 30 days during the Dental Foundation Training year when you meet with the other members of your Scheme. They are planned to help you in many areas, including the intricacies of the National Health Service and the more advanced clinical and treatment planning skills required for successful practice.

Most of the courses are based at the Bedford Hospital Learning and Education Centre, but there are several opportunities for visits to dental practices, dental companies and conferences. Most study days will include a 'problem solving' session where problems of a clinical or interpersonal nature can be discussed with your peers. It is amazing how many people have the same difficulties.

The structure of the course is not rigid and will be influenced by the FDs, so speak to the Training Programme Director and see what can be done to accommodate your wishes. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. Attendance at these Study Days is compulsory. Your completion certificate will depend on it.

Enjoy your year - it will be like most things: the more you put into it, the more you will get out! Problems can and will be sorted out quickly if they are identified, so speak to your Educational Supervisor or your Training Programme Director - they are there to help.

Important points to remember

1. If you are ill, please telephone the Training Programme Director - this can be the only reason for not attending. Please organise holidays, interviews and other personal arrangements outside term times. A session missed will have to be made up after discussion with your TPD
2. Preparation for each Study Day is vital for your full participation - it may make a good topic for the preceding week's 'in practice' tutorial with your Educational Supervisor.
3. The start time for each day is indicated in the programme. It is worth remembering that this is the time at which the first session will begin and that you will be expected to be present before the start time. Late arrival at a session may well mean that you are recorded as being '*not present*' for the session.
4. Dental Foundation Training is training for membership of a profession. Accordingly, professional standards of dress are expected at the Study Day.
5. A record of attendance will be kept. Non-attendance could prevent certification of completion of DFT.



Problem Solving



A problem shared
is a problem
halved”

During the Foundation Training year there will be many opportunities for problems to arise. These may range from the ‘crowns that never fit’ to the ‘DSA who never seems to do what is needed’. As a Foundation Dentist you have available a wealth of expertise and experience to draw upon to help you to solve your problems.

In your Practice the main source of assistance in problem solving is, of course, your Educational Supervisor. During normal working hours you can approach your ES for assistance, or alternatively during a tutorial you can bring up a matter that is causing concern.

For clinical problems, sometimes the speaker at the Study Day will be the expert able to answer the difficult question. You are recommended to bring along to the study days clinical problems that may need to be shared.

Your Training Programme Director is also always available for help on a whole range of clinical, professional or personal problems. This does not have to wait until a Study Day meeting; a telephone call to your TPD’s Practice or home may allow early resolution of a problem and help prevent a great deal of worry.

The Foundation Training Group is also a powerful force for resolution of problems. Opportunities for group discussion occur in nearly every session of the Study Day. Sharing difficulties, problems or concerns with the other members of the group often brings to light examples of the same problem that have been experienced by others, and answers can often be found and discussed. Naturally openness and frankness is usually required, but all members of the group will respect our rule of confidentiality outside the sessions.

If you have a problem that you do not wish to discuss with the group, please always feel free to bring it to your Training Programme Director and a mutually convenient time for discussion can be arranged.

During the week your Training Programme Director can be contacted at:

Dr. Peter J. Cranfield

☎ Mobile: 07956 523148 Home: 01462 435332

✉ peter.cranfield@hee.nhs.uk

Expenses Claims



To make a claim for refund of travel and subsistence expenses, you must use FP84T&S Forms which are available from your Training Programme Director. They should be sent to your area Team NHS England and a copy should be retained by you, the dentist.

For each travel/subsistence claim Sections 1 and 3 should always be completed.

The rates payable are set by the Department of Health and changes are notified to dentists as they occur. There is a copy of the current rates in this handbook. You may claim:

- **Travelling Expenses**
- **Mileage Allowance**
- **Night Subsistence**
- **Day Subsistence:**

Lunch Allowance for absences of over 5 to 10 hours including the lunch period of 12.00 to 14.00 hrs

Evening Meal Allowance for absences of over 10 hours including an evening meal and returning after 19.00 hrs.

Don't forget to keep a copy of each of your claims....

When your claim form is complete it must be signed by your Training Programme Director as a mark of validation.

You must then copy the form and, keeping the copy, send the original, together with any validating receipts and tickets to your local area team of NHS England.

Once it has been checked and validated, your claim will be paid to your Educational Supervisor as part of the normal practice contract monthly payments and the amount will be paid to you separately from your salary. There is often a delay for this process to happen.

The image shows a sample of the FP84T&S form titled 'TRAVEL/SUBSISTENCE DEVELOPMENT & FOUNDATION TRAINING'. The form includes sections for 'Particulars of Dentist' (Surname, First Name, Area Team, GDC Number), 'Practice Address' (Address, Post Code, Telephone No, Mobile No, Email Address), and 'Details of course' (Title, Venue, Date, Length of course). It also has a signature line for the Dental Tutor/Centre Administrator/Dental Administrator/Secretary. A small note at the bottom left says '*Delete As Appropriate 19 August 2013'. In the bottom right corner, there is a small image of a train ticket with a date stamp 'SA 07 JUN 08:48'.



Travel and Subsistence

Night Subsistence Allowances

Actual expenses incurred, subject to a maximum of:

£55.00 (*receipts required*)

£25.00 (*non-commercial*)

Meal allowance for 24hrs:

£20.00

Day Subsistence Allowances

For absence of 5 - 10 hours (*including the lunch time 12.00-14.00*):

£5.00

For absence of over 10 hours (*including supper, return after 19.00*):

£15.00

Mileage Allowances

For each mile:

24.0 pence per mile

Passenger allowance (*per passenger attending same course*):

2.0 pence per mile

Public Transport

2nd Class Fare (*ticket / receipt required*)

Educational Supervisors and Foundation Dentists



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Calendar 2019 - 2020



2019

Friday 6th September **First Day of Autumn Term**

Study Day at Bedford Learning and Education Centre.

Tuesday 10th September

Clinical Skills Refresher day—with peer review at Luton and Dunstable Hospital

Thursday 12th September

Educational Supervisors to be present from 9.30am.

Friday 4th October

Study Day with FDs' own dental nurses at Bedford.

Friday 25th October

Study Day in practice.

Thursday 7th or Friday 8th November

Some members of Foundation Training group present on each day.

Friday 22nd November

Study Day in practice.

Friday 6th December **Last Day of Autumn Term**

ESs present at Bedford all day.

2020

January

Practice Mid Year Visits - dates and time to be arranged.

Thursday 7th February **First Day of Spring Term**

Study Day..

Friday 3rd April **Last day of Spring Term**

Friday 8th May **First Day of Summer Term**

Friday 3rd July

ESs present all day from 10.00am.