Basildon

Foundation Training Scheme
for
General Dental Practice

Scheme Handbook
2014 – 2015

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

In the handbook there is a section about Health Education East of England and the people who make up the Foundation Training organisation. There is a section about our base at Basildon and also information about the ‘nuts and bolts’ of Foundation Training.

This year of 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 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 East of England

2-4 Victoria House, Capital Park, Fulbourn, Cambridge CB21 5XB
☎ 01223 597768 Ext 3915 ☎ 01223 597767

**Director of Dental Education**

**Mr Alex Baxter** BDS  MMedSci  FDSRCP(S(Glas)  FDS(Rest.Dent.) RCPS

**Regional Advisor in General Dental Practice**

**Dr Peter Cranfield** PhD, BDS, DIC, DGDP(UK)

**Regional Dental Team Leader**

**Miss Elizabeth Hope**

**Regional Foundation Training Administrator**

**Miss Elisabeth Graddage**

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**Other Foundation Training Schemes and Advisors in East of England**

<table>
<thead>
<tr>
<th>Bedford</th>
<th>Essex Coast</th>
<th>Ipswich</th>
<th>Norfolk</th>
<th>Peterborough</th>
<th>Welwyn Garden City</th>
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<tbody>
<tr>
<td><strong>Dr Peter Cranfield</strong></td>
<td><strong>Miss Hannah Woolnough</strong></td>
<td><strong>Mr Jason Stokes</strong></td>
<td><strong>Mr Andy Furniss</strong></td>
<td><strong>Mr Uday Patel</strong></td>
<td><strong>Mrs Elinor Japp</strong></td>
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<tr>
<td>The Mews</td>
<td>Parkview Dental Centre</td>
<td>Cathedral Street Dental Practice</td>
<td>57 Southlands</td>
<td>10 Market Square Sandy</td>
<td>Postgraduate Centre Queen Elizabeth II Hospital Howlands Welwyn Garden City Herts AL7 4HQ</td>
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<tr>
<td>22 Bancroft</td>
<td>49 Fonnereau Road Ipswich</td>
<td>10-12 Cathedral Street Norwich</td>
<td>Swaffham Norfolk PE37 7PF</td>
<td>Beds SG19 1HU</td>
<td>☎ 01707 365418</td>
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<td>Hitchin</td>
<td>Suffolk IP1 3JN</td>
<td>Norwich NR1 1LX</td>
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<td>SG4 9EW</td>
<td>☎ 01462 434323</td>
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<td>☎ 01603 628963</td>
<td>☎ 01760 721385</td>
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Education Centre
Basildon Hospital, Nethermayne, Basildon
Essex. SS16 5NL
📞 01268 524900 Ext 3915 ☑️ 01268 394671

Postgraduate Dental Tutor  Mr Mansoor Qureshi B.D.S.(U.LOND)
Medical Training Officer  - Mrs Janet Ferriter
Education & Training

Basildon Foundation Training Scheme
Foundation Training Advisor

Mr Graham Bishop BDS, DGDP(UK) PG CertEd
Barming Dental Healthcare Centre,
372 Tonbridge Road,
Maidstone, Kent. ME16 8TR

📞 Practice: 01622 728159
Home: 01474 824559
Mobile: 07920 164951
Email: graham.bishop@nhs.net
The Education Centre is situated on the Basildon University Hospital site approximately one mile north of the A13 Basildon exit. The Hospital is well signposted. Car parking is available at £6.00 per day and **YOU MUST KEEP YOUR PARKING TICKETS** in order to claim the cost. The car park is a 5 minute walk from the Education centre.

Basildon Hospital
Nethermayne
Basildon
Essex SS16 5NL
Tel:01268 524900
The Simulation Suite is located on the Doctors campus that is just after the Dermatology Unit and to the right of the Education Centre.
The Education Centre is where most of our day release courses will take place. It has a considerable range of facilities including 2 IT training rooms, fully equipped seminar rooms and lecture theatres.

The Harry Naylor Wing, housing the healthcare library and clinical effectiveness unit, is part of the Centre and accessed through the main entrance.

The Social Area within the centre is where we will take our coffee/tea breaks in the morning and afternoon.

Basildon Education Centre has available several rooms for our use. The largest room is the Kevin Lafferty Lecture Theatre. There are also smaller rooms where most of the sessions for the Day Release Courses are held.
The Simulation Centre has 2 training rooms and a dental suite. This has 12 phantom head teaching stations with a separate lecturers station. Our “hands on” days will take place here using the steadily accumulating selection of dental equipment.

The phantom heads are the latest Japanese models and were newly installed in 2012.

Dental Room, Simulation suite

Trainers are encouraged to attend and help whenever feasible.

The Cardiothoracic Centre, which is located at the rear of the hospital site, has an Education Suite on level D. There are 3 Training rooms, one which can be used for Video conferencing room and 2 small meeting rooms, one of which can also used for video conference meetings.
The aims of Foundation Training for the General Dental Services (GDS) are to meet the needs of unsupervised general dental practice by developing the clinical skills learned as an undergraduate and teaching administrative and practice management skills to promote high ethical standards and quality care for patients.

The aims are achieved by:

- introducing the Foundation Dentist to general dental practice;
- identifying personal strengths and weaknesses and balancing them through a planned programme of training;
- enabling the FD to practise and improve skills free from undue financial pressure;
- promoting the implementation of peer and self-review;
- establishing the need for professional education, training and audit as a continuing process throughout the dentist's professional life.
Objectives of Foundation training

The objective of Foundation Training is that the FD should be eligible to practise unsupervised as a performer within the GDS.

By the end of the training period the FD should be able to:

- demonstrate the clinical skills, knowledge and values relevant to the work of a GDS principal;
- demonstrate the necessary knowledge and some of the skills for the organisation and management of successful practice;
- manage the psychological aspects of patient care;
- work successfully as a member of the practice team;
- make competent and confident professional decisions with an awareness of personal strengths and weaknesses, including the need to refer when appropriate;
- demonstrate that he or she is working within the relevant guidelines regarding ethics and confidentiality of general dental practice;
- implement regulations and guidelines for the delivery of safe practice;
- know how to draw on the wide range of advice and support available to general dental practitioners and health care workers;
- demonstrate that he or she understands that continuing professional development should be a lifelong commitment.
- Demonstrate the necessary knowledge and some of the skills for the organisation and management of successful practice.
Learning in general dental practice

Dental Vocational Training became mandatory on 1st October 1993, making it compulsory for all graduates of British dental schools to complete an approved course before they can become a Provider on an NHS contract, or to work abroad in an equivalent scheme. Non EU graduates of the UK dental schools may enter vocational training if specific regulations are met.

You can still practice without this certification in private practice. Had you qualified at a dental school from elsewhere in the EU there would be no compulsion to comply with this regulation. EU nationals are eligible to enter the UK vocational training scheme. Overseas nationals who are not EU graduates may undertake Foundation Training under specific regulations.

Completion of Foundation Training is dependant upon working in your Training Practice for 12 months; maintaining and keeping up-to-date your Professional Development Portfolio; attending the Day Release Course for 30 days; and completing the case-study and project work during the year. On full completion of the Foundation Training year a Certificate of Completion will be awarded.

After Dental Foundation Training an ethical practitioner will keep up-to-date by attending meetings and trade shows; undertaking specialised ‘hands-on’ courses; and reading a range of journals. The General Dental Council has now launched its ‘Lifelong Learning’ programme and this means that dental practitioners need to undertake 250 hours of professional development every five years:— this is expected to be 15 hours of verifiable and 35 hours of non verifiable education each year.

To help practitioners achieve this, dental courses are arranged by Postgraduate Dental Tutors, and for these, general dental practitioners may claim appropriate travel expenses through their PCT. Practitioners can also attend private courses which may involve paying an attendance fee, expenses cannot be reimbursed.

The funding of Dental Foundation Training used to be arranged centrally, but now money is part of the overall budget for Health Education East of England. Funding for the practice based component of Foundation Training comes via the NHS Business Services Authority.
The training contract: Points of note

Make certain that all the parts of the contract are agreed and completed. Any alterations, which should only be minor, must be initialled by both parties and submitted to the Director for approval. Remember, both Trainer and FD are qualified and registered dental surgeons but the FD is employed as a full-time performer on the performers list with conditions, as defined in the NHS regulations. ‘Full-time’ in the context of the Foundation Training Scheme is taken to mean 35 hours per week. This includes chair-side clinical time, tutorials and Day Release Course. If there is no Day Release Course, the time should be spent in the practice.

The Contract lasts one year and, during this time, the FD will receive a salary at the current rate. In exceptional cases it may be extended to allow for certification. The salary is superannuable under the NHS Superannuation Scheme, with contributions at 9% deducted by the NHS Business Services Authority (BSA) at source. The Trainer is responsible for the employer’s National Insurance contributions and for deducting the FD’s NI contributions and PAYE tax. All practitioners must indemnify themselves against professional risks with one of the recognised defence organisations.

The Trainer must offer proper educational support including allowing and requiring the FD to attend the Day Release Course. The Trainer must not insist on the FD working at the practice at this time. The FD must obey the Trainer’s reasonable instructions. This is central to the professional relationship.

As it is the NHS’s Foundation Training Scheme, it is expected that the FD will carry out a full range of NHS treatment. If any private work is undertaken, the fees will accrue to the Trainer, who, as employer, is responsible for the VDP’s acts and omissions. The patient should be given a clear explanation of the nature of contract under which they are being treated. The FD shall comply with the NHS Terms of Service.

The FD signs FP17s ‘pp’ and the performer number will allow identification of the FD’s work for statistical purposes.

The FD is entitled to 5.6 weeks (28 working days) leave including public holidays; leave may not, under any circumstances, be taken during term time. There is also entitlement to fifty two weeks maternity/adoption leave, and 39 weeks’ maternity/adoption pay or two weeks’ paternity leave/pay as the case may be.

If the FD moves to another practice, he/she is not allowed to accept for treatment a patient treated whilst acting as a Foundation Trainee, thus protecting the goodwill and existing patients of the Training practice.
Day Release Course

Your Day Release Course is for 30 days during the Foundation Training year and is 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.

The majority of the courses are based at the Education Centre at Basildon Hospital. Most study days will include a ‘problem solving’ session where problems of a clinical or interpersonal nature can be discussed with your peers or your Training Programme Director. It is amazing how many people have the same difficulties.

The structure of the course is not entirely rigid and will be influenced by the FDs, so speak to the Training Programme Director and he will see what can be done to accommodate your wishes. Study days are not totally didactic and your full participation and preparation for them is a must. Discussion with presenters is encouraged. Attendance at these Day Release Courses 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 Trainer or your Training Programme Director - they are there to help.

Important points to remember

1. If you are ill, please telephone Janet on 01268 524900 Ext 3915 or your Training Programme Director on 07920196451 - this can be the only reason for not attending. Please organise holidays, interviews and other personal arrangements outside term times. All missed days will have to be made up by attending other courses.

2. Preparation for each Day Release Course is vital for your full participation - it may make a good topic for the preceding week’s ‘in practice’ tutorial with your Trainer.

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. Foundation Training is training for membership of a profession. Accordingly, professional standards of dress are expected at the Day Release Course.

5. A record of attendance will be kept. Non-attendance could prevent certification of completion of the Course.
Problem solving

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’. During your Foundation Training year, 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 Trainer. During normal working hours you can approach your Trainer for assistance, or alternatively during a tutorial you can bring up a matter that is causing concern.

Sometimes the speaker at the Day Release Course 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 Day Release Course meeting; a telephone call to his 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 Day Release Course. 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 the following numbers:

**Mr. Graham Bishop** BDS, DGDP(UK), PGCertEd.

Barming Dental Healthcare Centre, 372 Tonbridge Road, Maidstone, Kent ME16 8TR

📞 Practice: 01622 728159  Please leave messages with manageress Mrs Wallace

📞 Home: 01474 824559 (evenings)

📞 Mobile: 07920 164951 (other times) text is preferred

📧 Email: graham.bishop@nhs.net
The Day Release Course strives to meet your needs and requirements and we thus need to know your opinions on the course content and presentation in order that improvements can be made and standards maintained. It is therefore important for you to complete an evaluation form (copy opposite) for each session. In this way we have a measure of the value and standard of each presentation, and where necessary, adjustments and refinements can be made.

Please ensure that at the end of the day you have completed all the questionnaires for the day’s sessions. We ask you to think carefully about your answers as it is important that they reflect your true opinion of that session. Free comments are particularly valuable as they may bring forward points that have not been addressed.

Remember, you are benefiting from the feedback given by previous Foundation Dental Practitioners.
Session Assessment

Name:  
Date:  

Subject:  
Speaker:  

Please comment freely for each of the categories.
1. What did you find helpful in this session?

2. How could this session have addressed your needs better?

3. How effective was the mode of presentation?

4. How do you rate this session overall

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<tr>
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<tr>
<td>High Score</td>
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5. Do you have any additional comments?
Records and Assignments

Professional Development Portfolio

Progress in all areas of professional life is increasingly dependant on records of the extent and nature of previous experience. This is difficult and inaccurate to do in retrospect, thus, the habit of record keeping is best developed at the outset so that no opportunity is missed for the registration of higher professional recognition. Your internet based Electronic Professional Development Portfolio (e-PDP) is there for you to record your experiences and your reflections on a regular basis. Completion of Foundation Training is dependent upon your maintaining and keeping your e-PDP up-to-date. You will need to discuss your e-PDP with your Trainer at tutorials and at other times within the practice; and your Training Programme Director also will see your e-PDP and will discuss this with you when relevant. It is essential that the e-PDP is kept up-to-date and that all assessments are recorded fully.

Assessment

Throughout the Foundation Training year, monthly assessments are carried out in practice. These are mainly of two types, a Dental Evaluation of Performance (ADep) and a Case based Discussion (CbD). However, during the first month assessment is by use of a weekly Early-stage Peer Review (ESPR) and after month 6 there is a patient questionnaire. All of the assessments are recorded in the e-PDP and an overall monitoring section is present which provides guidance to learning needs and educational planning.

Case presentations / Project work

Your Training Programme Director will explain the requirements to be fulfilled during the Foundation Training year. Some of the project work will be based on the Key Skills; other work will be for presentation to the group. It is important that projects are completed satisfactorily otherwise full value will not be gained from the Foundation Training year.

The presentation mode of clinical cases is of great importance, and this will be discussed at an early stage in the year. Please remember that at all clinical presentations confidential material is being discussed, and ethical considerations are paramount. You will therefore have to make sure that all items used in a case presentation are suitably anonymised before they are brought to the Day Release Course.
Mandatory foundation training with final certification places great responsibilities upon all parties, but especially the Trainer/FD partnership and problems must be identified early. The Training Programme Director has an important rôle to facilitate the implementation of the requirements of the training agreement. This can best be done by a personal visit to the practice during working hours to see at first hand the trainee's working environment. This usually takes place in the period immediately after the Christmas and New Year break.

You will be advised beforehand that the Advisor will be spending some time in the surgery whilst patients are treated. Hopefully an ‘open door’ approach to training will already have been cultivated in the practice and so this will not be such an intimidating proposition. The focus of attention during the visit will be both communication and clinical skills. During the visit, the Advisor will carry out one of your routine ADept assessments and may use the visit to appraise your progress and learning in an informal and non-threatening manner.
It is a requirement of Foundation Training that you have a tutorial of at least an hour once a week, during normal working hours. The timing needs to be agreed between Trainer and FD as time must be set aside which is free from patient appointments and interruptions. The content of the tutorial will depend upon the learning needs of the FD, but some structure is essential.

This is a suggested starting plan for a tutorial, but can be freely altered:

1. Review of Professional Development Portfolio. This will include:
   a. Looking at the reflective record in Section 3 for the past week/month
      - Self assessment: ‘What went well? What were the challenges? What didn’t go well?’
      - Analysis: ‘Describing WHY. e.g. identifying cause & effect for unexpected case outcomes, or identifying reasons why progress slow in one competency are and fast in another etc’
      - Formulating change: ‘Describe the learning outcomes from this exercise. Identify what you will do to address any slow progress or problems.’

   b. Reviewing the Assessment Log in Section 2 and using this to extend your Personal Development Plan.

2. Discussing areas of concern, or problems to be solved. These will need to be entered in the Personal Development Plan in Section 2

3. Discussion of Day Release Course topics, both last and next study days.

4. Tutorial topic for the week plus plans for next tutorials.

5. Recording the tutorial in the CPD and Education Log Section 2.

If there is an assessment to be undertaken, (either an ADept or a CbD) this, together with the feedback and discussion, will form the major part of the tutorial. It too will need to be recorded fully in the Portfolio.

Remember, for a tutorial to be successful planning is usually required, both by FD and Trainer. FDs will benefit much more from tutorials if there is regular discussion as to which subjects you are going to cover.

Tutorials do not need to be about clinical topics. Much of general dental practice is about management, communications and values. These are subjects which may not have been explored greatly in a dental school environment, and yet which need to be taught and learned.

Following is a list of suggested tutorial subjects, which may help to provide inspiration. It is not an exhaustive list.
Tutorial suggestions

Terms and conditions of service
- NHS Regulations
- Business Services Authority
- Health and Safety Rules
- Ionising Radiation Regulations
- Radiology Protection
- Sterilisation and Cross Infection
- Employment Legislation
- Role of Health and Professional Bodies
- Clinical Governance

Gerodontics
- Implications of an Ageing Population
- Treatment Planning for Partial Dentures
- Patient Complaints in F/F Dentures
- Copy Techniques
- Domiciliary Visits
- Dealing with Elderly Patients
- Hypnosis and Relaxation Techniques for Impressions

Pediatric dentistry
- Preventative Dentistry: Philosophy and Management
- Modern Restorative Techniques for Children
- Management of Children
- Orthodontic Assessment and Diagnosis

Behavioural sciences
- Communication and Counselling Skills
- Patient Management and Motivation
- Delivering Prevention
- Management of Anxiety
- Psychology of Pain
- Stress Control and Relaxation Techniques

Diagnosis
- Patient Management
- Caries Detection
- Perio Assessment
- Consultation Skills
- Pain Relief
- X-Rays and Special Tests
- Referral and Assistance

Staff management and training
- Staff Management and Teamwork
- Chair a Practice Meeting
- 4 Handed Dentistry
- Liaising with the Hygienist
- Liaising with the Technician
- Employment Law
- Staff Recruitment
- Staff Training
- Resuscitation

Treatment planning
- Assessing Patient Needs
- Co-ordinating Dental Disciplines
- Patient Explanation and Motivation
- Socio - Economic Factors
- Written Treatment Plan
- Consent
- Confidentiality

Business management
- Organise, Plan and Manage a Practice
- Effective use of Resources, Money, Time, Skills, Practice Team
- Formulation of Budget Forecasts
- Business Plans - Accounts
- Delegation
- Ability to Assume Responsibilities of Team Leader
- Computers
- Epidemiology
- Superannuation
- Taxation

Oral Surgery and oral medicine
- Routine Extraction Technique
- Local Anaesthesia
- Minor Oral Surgery
- Resuscitation Routine
- Biopsy
- Early Diagnosis of Oral Carcinoma
- Referral in Oral Medicine
- Pharmacology and use of Drugs/Medicines
- Referral Criteria for Specialist Opinions

Professional development and continuing education
- Project During VT Year
- Audit as an Educational Tool
- Faculty of General Dental Practice
- MJDF
- Planning Your Career
- Peer Review
- Continuing Education

Restorative dentistry
- Moisture Control
- Materials Handling in Conservative Dentistry
- Crown and Bridgework
- Endodontics
- Periodontal Assessment and Follow-up Reassessment
- Periodontal Surgery
- Occlusion
Case Presentations

Here are some hints which will help you when preparing a Case Presentation.

1. Present the patient’s details before you describe the clinical situation. You must anonymise the patient; make sure that the patient's name does not appear on radiographs, models etc.

2. Detail the circumstances of your treating the patient: i.e. is the patient a regular attender at the practice? Is it the first time you have seen the patient?

3. Describe the clinical picture fully where relevant, but avoid unnecessary detail. Those to whom you are presenting the case need all the relevant information so that they can make a reasoned assessment themselves. It may be necessary to have ‘extra’ information with you to provide answers to further questioning.

4. Have radiographs available, identified, and mounted if possible. Digital radiographs may need to be prepared for presentation.

5. Have study models available if possible.

6. Even if it is solely on oral presentation still write out your treatment plan or your problem beforehand, it can be very difficult to remember all the details when presenting the case.

7. You are presenting formally thus make sure that your mode of presentation shows the case to its best advantage.

To make your presentation suitable for FD Completion, you will need to:

- Produce a typed report of no more than 2000 words with double spacing.
- Ensure patient confidentiality.
- In your typed narrative, use the following sections: History—Examination—Investigations—Treatment plan—Evidence which supports your decisions (e.g. radiographs)—Treatment undertaken—Prognosis
- The report should include: Copies of clinical notes—Up to six photographs—Copies of radiographs—Relevant correspondence (e.g. letters to specialist colleagues)—Evidence of consent—Certificate of authentication—Findings from special investigations—Evidence-based discussion—Reference sources relating to the treatment
From 1st April 2014 until 31st August 2014

Trainee’s Salary is £2,536.11 per month (£30,433.32 per annum)
Trainee’s Salary is £761.00 per month (£9,132.00 per annum)
Service Cost is £5,347.00 per month (£64,164.00 per annum)

Trainee’s Salary (per month) Figures in blue are estimated—please check schedule and NI tables

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Trainer’s Payment from NHSBSA (per month)

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<tr>
<th>Description</th>
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<tr>
<td>Trainee’s Salary</td>
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<tr>
<td>Less Employee’s Superannuation Contribution</td>
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<tr>
<td>Employer’s NI Contribution</td>
<td>£188.61</td>
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<tr>
<td>Service Costs (less patient charges)</td>
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<td><strong>Total</strong></td>
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Code number for “Contracted Out Health Service Workers” (ECON) is: E3900000M
NHS SCHEME Contracted-Out Number (SCON) is: S2730000B
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 Dental Finance department and a photocopy 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. You must keep a receipt!
  - Evening Meal Allowance for absences of over 10 hours including an evening meal and returning after 19.00 hrs. You must keep a receipt.

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 a copy, send the original, together with any validating receipts and tickets to your Area Team Dental Finance Department.
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**  (RECEIPTS REQUIRED)

Day Subsistence Allowances

For absence of 5 - 10 hours

*(including the lunch time 12.00-14.00):*

- **£5.00**  (receipt required)

For absence of over 10 hours

*(including supper, return after 19.00):*

- **£15.00**  (receipt required)

Mileage Allowances

For each mile:

- **24.0 pence per mile**

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

- **5.0 pence per mile**

Public Transport

- **2nd Class Fare** *(ticket / receipt required)*
Useful addresses

**British Dental Association**
64 Wimpole Street,
London.
W1M 8AL
☎ 020 7935 0875  Web-site: [www.bda-dentistry.org.uk](http://www.bda-dentistry.org.uk)

**General Dental Council**
37 Wimpole Street,
London.
W1M 8DQ
☎ 020 7887 3800  Web-site: [www.gdc-uk.org](http://www.gdc-uk.org)

**Business Service Authority, Dental Practice Division**
Compton Place Road,
Eastbourne, East Sussex.
BN20 8AD
☎ 01323 417000,
☎ 01323 433550 (Help Desk)  Web-site: [www.dpb.nhs.uk](http://www.dpb.nhs.uk)

**Dental Protection Limited**
Granary Wharf House,
Leeds.
LS11 5PY
☎ 0171 3236555  Web-site: [www.dentalprotection.org](http://www.dentalprotection.org)

**Dental Defence Union**
3 Devonshire Place,
London.
WIN 2EA

**Medical and Dental Defence Union of Scotland**
Mackintosh House,
120 Blythswood Street,
Glasgow,
G2 4EH
☎ 0141 2215858  Web-site: [www.mddus.com](http://www.mddus.com)
Useful addresses

**Dentists Provident Society**
9 Gayfere Street,
London.
SW1P 3HN
☎ 020 7222 2511  Web-site: [www.dps-ltd.co.uk](http://www.dps-ltd.co.uk)

**Dentists and General Mutual Benefit Society**
St James Court,
20 Calthorpe Road,
Edgbaston, Birmingham. B15 1RP
☎ 0121 452 1066  ☎ 0121 452 1077  Email: mail@dengen.co.uk  Web-site: [www.dengen.co.uk](http://www.dengen.co.uk)

**Faculty of General Dental Practitioners (UK)**
Royal College of Surgeons of England,
35-43 Lincoln's Inn Fields,
London.
WC2A 3PN
☎ 020 7312 6671  Web-site: [www.rcseng.ac.uk/dental/fgdp/](http://www.rcseng.ac.uk/dental/fgdp/)

**Faculty of Dental Surgery,**
Royal College of Surgeons of England,
35-43 Lincoln's Inn Fields,
London.
WC2A 3PN
☎ 020 7405 3474  Web-site: [www.rcseng.ac.uk/dental/fds/](http://www.rcseng.ac.uk/dental/fds/)

**Primary Care Trust**
**Basildon**—  ☎ 01268 705000
**Southend-on-Sea**—  ☎ 01702 224600 (includes Castle Point & Rochford from 1/10/2006)
**Thurrock**—  ☎ 01375 406 400
**Billerica/Brentwood/Wickford**—  ☎ 01277 302516

**City & Hackney Teaching Primary Care Trust**
St Leonard’s
Nuttall Street
London N1 5LZ

**South East Hertfordshire PC**
1-4 Limes Court
Conduit Lane
Hoddesdon
Herts EN11 8EP
☎ 01992 706120  Web site: [seherts-pct.nhs.uk](http://seherts-pct.nhs.uk)
Trainees and Trainees

Trainers

Mr Stephen Denny

The Benfleet Dental Clinic, 174 High Road, Benfleet, Essex SS7 5LD
Tel: 01371 874811

Mr Anup Ladva

Braintree Dental Studio, Unit 4 The Square, Gt Notly, Braintree, Essex CM77 7WW
Tel: 01376 569090

Mr Promodah Datta

65/67 High Street, Grays, Essex RM17 6NX
Tel: 01375 382166

Mr Bhupesh Patel

65/67 High Street, Grays, Essex RM17 6NX
Tel: 01375 382166

Trainees

Cerridwen Mellish

Kemi Salawu

Nasir Javaid

Jessica Mann
Trainees and Trainees

**Trainers**

- Mr Hardik Patel & Mr Satin Patel
- Manjit Kathora
- Mr Mayur Pandya
- Thomas Bracewell
- Mr Christopher Roome
- Mr Sunny Sareen and Mr Sanjay Sareen

**Trainees**

- Rola Reza
- Manjit Kathora
- Shania Seewoonarian

**Locations**

- Valley Dental Practice, 83 Loughton Way, Buckhurst Hill, Essex IG9 6AS
- Tel: 0209 504 5787
- South Benfleet Dental Case, 3-5 Thundersley Park Road, South Benfleet, Essex SS7 1BG
- Tel: 01268 793485
- Heybridge Dental Practice, 25 Bentalls Shopping Centre, Colchester Road, Heybridge, Essex CM9 4GD
- Tel: 01621 851003
- Smile Dental Centre, 438 Whitmore Way, Basildon, Essex SS14 2EZ
- Tel: 01268 520555
Trainers and Trainees

**Trainers**

Paula Denny and Tara Barry

Benfleet Dental Studio, 3 Downer Road North, Benfleet, Essex SS7 3EG

Tel: 01268 565155

Mr David Wilkinson

700 Green Lane, Dagenham, Essex RM18 1YX

Tel: 020 8590 8177

Mr Tim Ganesh

Retford Dental Centre, 79 Retford Road, Harold Hill, Romford, Essex RM3 9ND

Tel: 01708 343065

Dr T C Patel & Dr Kunju Patel

Brickfields Dental Care, 1 Brickfields Road, South Woodham Ferrers, Essex CM5 5XB

Tel: 0844 576 9911

**Trainees**

Esha Vohra

Mariam Hussain

Mariam Mahmood

Herman Mohan
2014

Wednesday 3rd Sept  First Day of Autumn Term
Introductions and Welcome
Epdp, Basildon
Clinical Skills Refresher
Residential Induction at Orsett Hall, Grays

Thursday 4th Sept
Thursday 18th September
Friday 26th September

PLEASE NOTE THERE ARE TWO TRAINING DAYS DURING THIS WEEK SEE BELOW
Thursday 2nd October
Friday 3rd October

Friday 10th October
Friday 17th October
Friday 31st October

Monday-Friday 4th-7th November

Friday 14th November
Friday 21st November

Friday 28th November
Friday 5th December

TRAINERS MEETING AT 2pm

2015

January

Friday 13th February  First Day of Spring Term
Oral Surgery, Simulation suite, Basildon

Thursday 23rd April  Last Day of Spring Term
Composites, Simulation suite, Basildon

TRAINERS MEETING AT LOCAL APPOINTMENT EVENT ON 19TH MARCH AT 5.30pm
Thurs/Fri/Sat 7th-9th May
BDA Conference, Manchester

First Day of Summer Term
Deanery Residential, Ufford Park, Suffolk

Thursday & Friday 21st & 22nd May
Case Presentations, Basildon

Friday 10th July
Trainers present all day

Last Day of Summer Term

TRAINERS MEETING 2pm in Simulation Suite

Case Presentations, Basildon