Peterborough

Foundation Training Scheme for General Dental Practice

Autumn Term
4th September—1st December 2014

Learning Centre, Peterborough City Hospital
Peterborough Foundation Training Scheme

Medical and Dental Education

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Programme published by
The Learning Centre, Peterborough City Hospital
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Autumn Term
Venues and Subjects

Friday 17th October  NO STUDY DAY

Friday 24th October  Your case presentations
                    Case Based Discussions
                    Learning Centre, Peterborough City Hospital

Wednesday 29th October  Perfect Composites
                        Learning Centre, Peterborough City Hospital

Week Commencing
Monday 3rd November  Cascade
                        British School of Horseracing, Newmarket

Friday 14th November  Teamwork
                       Cross Infection Control
                       Learning Centre, Peterborough City Hospital

Friday 21st November  National Association of Dental Advisors
                       Annual Conference
                       Corpus Christie, Cambridge

Friday 28th November  Foundation Skills Assessment
                       Joint FD Trainer Session and focus on Clinical Records
                       Learning Centre, Peterborough City Hospital

Monday 1st December  Visit to BDA
                       Visit to Dental Protection Limited
                       London
Thursday 4th September
Clinical Skills Lab, Learning Centre, Peterborough City Hospital

09:30  Introduction, Welcome and Housekeeping
Mr Uday Patel
Course Organiser
A welcome to all the FDs of the Peterborough Scheme. Getting to know you—You will be split into groups of two to find out a little about each other. Time will be allocate for activities that will enable all to get to know each other.

11:15  Peterborough Scheme Induction (Part 1) & Nuts and Bolts of Foundation Training within HEEoE
Learning Outcomes
You will receive induction to the Peterborough Foundation Training Scheme, and learn about the requirements for completing the dental foundation training year.
In this session you will receive induction for the Peterborough Foundation Training Scheme (HEEoE), have the opportunity to discuss how Dental Foundation Training runs on a day to day basis, to set our ground rules for this year and also to understand how we can make our group work well together. The programme for the term and for the year can be discussed and we shall also look at the mechanisms for making claims for allowable expenses.

14:00  An Introduction to the NHS Narratives, Rules and Regulations
Mr Nick Lamb
Dental Advisor
Under the NHS, we all have to know about the rules and regulations under which we can provide dental care for our patients. What are these rules? How do these affect the treatment we provide and the patient management?
Learning Outcomes
Demonstrate the structure, rules and regulations associated with the NHS.
A thorough understanding of the professional responsibility of a dentist and his/her role working within the NHS in primary care, and understand the consequences of breaching regulations.
Starting in practice is exciting and the fruit of many years of study and learning. However, for many of the group it is several months since the opportunity to carry out practical clinical skills was present. This clinical hiatus can lead to a process of ‘de-skilling’ and possibly to a loss of confidence.

Today we have the chance to work in a Clinical Skills room and to revisit many straightforward clinical techniques and processes and to refresh the skills we have learned whilst at dental school. We shall be able to compare our work with our peers, and to have the guidance from some of the Scheme’s Trainers.

During today the FDs will be split into two groups. Each FD Group will in turn receive a full induction into:

- Using and maintaining ePDP training records
- Project work for the year (Foundation Skills Portfolio, Clinical Audits and Case Presentation)
- Quality management processes and problem solving
Our Residential Induction Course is being held at the Orton Hall Hotel, Peterborough.

This superbly appointed 17th century manor house was once the home of the Marquesses of Huntly. Orton Hall Hotel lies equidistant between Peterborough city centre and the A1, set in 20 acres of conservation parkland with specimen Wellingtonia trees.

We start the course at 10:00 on Thursday, and we shall finish on Friday at about 17:00. Everyone has an individual room reserved for them and all meals will be provided. You will need to pay for your hotel beforehand, to your Dental FD Administrator, and a receipt will be given you so that you may claim back on your FP84 T and S form.

The Trainers will be joining us for a Trainers Meeting Thursday evening and some will be staying for the Dinner and overnight. Hopefully, after dinner there will be a chance for Trainers and Trainees to unwind at the Ramblewood Inn or in the bar of the Hotel.
### Morning Session

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<td>Welcome and Housekeeping. Overview of the Residential Course</td>
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<td>Exercises In Treatment Planning</td>
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<td>12:00</td>
<td>Problem sharing and solving session</td>
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#### Learning Outcomes

- **Exercises In Treatment Planning**
  
  Your treatment planning skills will develop in time and with experience, however you are expected to plan for your patients from the very first day in Practice. This session will involve FDs to work through treatment planning exercises so as to be confident in grasping the principles.

- **Problem sharing and solving session**
  
  You will all be able to look back at the first two weeks of your career and share your early hopes, fears, anxieties, difficulties, problems with your peers.
Afternoon Session

14:00  Reflective Learning

Uday Patel
Course Organiser

Learning Outcomes
The ability (and commitment) to self assess and reflect upon his/her own capabilities and limitations in order to provide the highest standards of patient care.

You will now be used to reflecting on everyday experiences, your ideas, values, beliefs and perceptions. From this process you will have drawn some conclusions to help you develop future action to be a better dentist. Please bring with you examples you have documented in your own e-PDP and share with others for peer group learning.

14:45  Consent and Confidentiality

Michael Williams
GDP (past trainer) and Dento-legal Advisor MDDUS

Learning Outcomes
You will understand consent and confidentiality matters for GDPs.

This session will be covering the important topics of consent and confidentiality aspects of General Dental Practice. The session will help you to understand medico-legal issues that arise in daily working life.

15:30  Tea break

15:45  Consent and Confidentiality cont.

17:00  FD’s check-in to hotel accommodation

18:00  Trainers arrive

18:15  Trainer session and meeting

19:30  Residential Course Dinner
Friday 12th September
Orton Hall Hotel, Peterborough

Morning Session

09:00  Registration

09:05  Introductions

Uday Patel
Course Organiser
Trainer introduces his/her FD and vice versa

09:30  Our Expectations, mandatory requirements, your concerns

Trainer facilitation
What are our expectations from each other? Do we know each others concerns and what should we do to deal with this. There will be information about the mandatory requirements to complete the year.

10:00  Professional development and assessment framework measuring the FD progress

Trainer facilitation

In groups of four:
We will discuss the various methods available to assess and monitor FD progress within the practice.

We shall be agreeing on how best to feedback for continuous FD development

Learning Outcomes
The training pair will be able to organise monitoring FD progress within the Practice, as well as document assessments, within the training e-PDP.

11:15  Coffee

11:30  Ensuring patient safety and ethical considerations for training practices

Trainer facilitation

We will discuss the meaning of patient safety, and the issues and concerns surrounding this.

We will also hold discussions on the ethical side of teaching and learning within the practice.

Learning Outcomes
Everyone involved in training will be able to deal with issues surrounding patient safety.

CPD = 3 Hrs
Afternoon Session

13:30  **Working together on the e-PDP and on project work**

**Learning Outcomes**
Both Trainer and FD will know their responsibilities when it comes to completing the e-PDP and project work and therefore will be able to complete requirements.

**Trainer facilitation**
How can trainers and their FDs best work together in an efficient manner to comply with the many forms and sections that need to be completed in the e-PDP?

Both Trainers and FDs will be required to work together in completing the project work. What contributions will be required from trainers/FDs? We will discuss this essential work that needs to be completed during the FD year.

14:45  **Tea**

15:00  **Managing difficulties whilst training**

**Learning Outcomes**
You will be able to learn about identifying problems, and have the ability to tackle difficulties through the use of problem solving steps.

**Trainer facilitation**
We will discuss in groups how to identify and deal with training difficulties/problems that can and do occur in Practice.

During the day
A selection of trainers will present trainers tips:

- Clinical experience and clinical experience logs
- Reflection and reflection logs
- An introduction to ADEPTs and CBD
- Recognising and avoiding stress from work
Friday 19th September
Clinical Skills Lab, Learning Centre, Peterborough City Hospital

09:30   **Fundamentals of Restorative Dentistry**

Kash Ubhi, BDS, MSc, MGDS, FGDP  
Special interest in restorative dentistry  
This session involves discussion on the fundamentals of restorative dentistry to suit our groups requirements. This session will be flexible enough for us to plan in advance any specific topics the group would like cover. Examples could be, use of articulators, treatment planning, restorative cases, cast restorations etc.

12:45   Lunch

14:00   **Treatment Planning your Restorative Cases**

Planning treatment over the short and longer term is key to a successful outcome for your patients. You will learn about how best to achieve this.

15:15   Tea

15:30   **Treatment Planning continued**

**Learning Outcomes**
You will be able to further your knowledge in aspects of Restorative Dentistry that will be covered as required by the group.
Friday 26th September
Clinical Skills Lab, Learning Centre, Peterborough City Hospital

09:30 Hands-on Endodontics Day 1 of 2

Mr Dave Shuster
Specialist in Endodontics

Learning Outcomes
Today will allow you to instrument and obturate root canal systems on extracted teeth using the Clinical Skills Laboratory. You will be able to solve common endodontic problems.

This is the first of two hands on sessions looking at root canal therapy. We shall go back to the basics and focus on the preparation of canals using blocks/teeth, a look at the usefulness of magnification as well as obturation of canals.

The day will involve practical exercises in the Clinical Skills Laboratory allowing you to develop your endodontic skills with the support from the speaker.

THINGS TO BRING
1 3 or 4 teeth with the pulp chamber opened up
2 Locking tweezers
3 Endo probe—DG16
4 Endo measuring gauge
5 1 or 2 FG diamonds for access cavity preparation/modification
6 Gloves if latex free required
Learning Outcomes

The overall aim is for the trainee, to increase their knowledge and gain a better understanding of health and safety in the workplace.

By the end of the course the trainee should be able to:

- Understand the principles of occupational health and safety and be able to apply this knowledge in the workplace
- State and understand the scope of legal and moral responsibility whilst at work.
- Understand the principles of accident prevention and the need to report accidents and dangerous occurrences
- Understand the importance of risk assessment and the practical actions to improve health and safety, therefore prevent accidents
- Be aware of the hazards and risks associated with the workplace, work equipment, work activities, fire, display screen equipment and hazardous substances
- Determine reasonable methods to control risks associated with all aspects of the working environment

Employers are required to protect the health and safety of people while at work and others who may be affected by the undertakings. Thousands of accidents and cases of ill health happen in workplaces every year, some are reported to the enforcing authorities, however, many go unreported. A fundamental aspect of health and safety is to take measures aimed at preventing accidents and protecting people. Employers and employees need to work together in order to achieve good health and safety standards. Employers must inform, instruct and train their staff on all aspects relating to safe working practices in order to achieve acceptable standards. Good health and safety standards make good business sense.

Assessment will be by means of continuous self-assessment, tutor review and feedback of activities undertaken and a multiple-choice knowledge “test” covering the six outcomes. The test is a paper-based format & computer marked by CIEH. Those who achieve the required standard will receive the Chartered Institute of Environmental Health Level 2 Award Health & Safety in the Workplace. Course approved by the FGDP(UK) for Accreditation of 6 CPD hours and Complies with GDC Verifiable CPD Requirements.
Friday 10th October
Clinical Skills Lab, Learning Centre, Peterborough City Hospital

08:30  Basic Life Support

Mrs R Robertson  
Resuscitation Officer

Resuscitation in practice is a skill that we all must have and yet one that we all hope never to need. To carry out effective resuscitation, correct diagnosis of the cause of collapse must be made and then the correct treatments employed.

As this is a hands-on session we would advise female FDs to wear appropriate attire (top and trousers) today.

10:30  Your Problems from Practice

Uday Patel  
Course Organiser

Learning Outcomes
Have the ability to solve some basic problems that you may encounter, at this early stage, in your career.

We will all bring in details regarding a problem from our training practices. Together we will share, discuss and solve real day to day clinical or non-clinical problems.

13:00  Learning, Physical and Sensory Awareness

Miss A Tuthill and Enzo Petruzziello  
Disability Advisor  
Self Advocate and PCH Volunteer

Learning Outcomes
Can identify patients (or carers) with special communication needs and is able to make arrangements to meet these requirements effectively.

Patients with a learning, physical or sensory problem are aware of their treatment and rights as a patient. How do you communicate with this group of patients?

14:30  Child Protection

Mrs G Giafrida  
Child Protection Named Nurse

Learning Outcomes
Describe in appropriate detail the signs of abuse or neglect in vulnerable groups, and the local procedures that should be followed when reporting such circumstances.

As Dentists we have a responsibility to safeguard the vulnerable individuals of our society. This presentation and discussion will help you to better understand the signs you should be looking out for when it comes to recognising problems.
No Day Release Course

Case Presentations—Helpful Hints

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, study models, letters etc. It is quite alright to refer to Mr. ‘X’.
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. **Set out the reasons why the patient has come for help, or what the problem the patient perceives they have.** Describe your understanding of the problem, and perhaps the first impressions gained from questioning.
4. **Set out the findings for your examination.** Provide sufficient detail for the presentation, but do not give unnecessary information. At this point use of charts, radiographs and pictures can be a great help. Those to whom you are presenting the case need all the relevant information so that they can make a reasoned assessment themselves. But they do not wish to be bored by reference to superfluous matters. However, it may be necessary to have ‘extra’ information with you to provide answers to questioning.
5. **Present radiographs in a clear manner.** Make sure that radiographs are identified, and mounted if possible. There is nothing worse than struggling with little brown envelopes in front of a group of listeners. Pre and post operative radiographs can help your presentation to have its full effect.
6. **Make sure that you have relevant clinical photographs.** A picture is worth a thousand words. An important part of any case presentation is showing the treatment that you have provided. Make sure that the pictures you have taken do fully illustrate the points that you wish to display. Display of ‘similar pose’ pre and post treatment photographs can be very helpful.
7. **Have study models available if at all possible.** Often it will aid your presentation if the models are articulated in some fashion. There are several makes of semi-disposable articulating aids available. Again pre and post treatment models may help in showing your case at its best.
8. **Set out your treatment plan in a clear and logical manner.** It is a good idea to number or order the different stages in a set-wise fashion. If there are several options open in your case these can be presented as branches or alternative plans. Even if it is solely an 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.
9. **Describe fully the treatment that you have undertaken.** Make sure you have carefully documented information on what you have done. It is easy to forget these things, so a table of each of the treatment steps is always useful. If some stages have not happened according to plan, then describe this and suggest reasons for the difficulties. Also make sure that any variations from the treatment plan are described, and the reasons for the variations.
10. **Summarise the final results of the case.** The reactions of the patient to the treatment are very important. Have you actually achieved the expectations and wishes of the patient, or have you just reached your expectations? These may not be the same. If there are areas of dissatisfaction it is worth discussing these, and also the steps which are to be taken to overcome them.
11. **Comments on the outcome.** How would you have carried out this case with the benefit of hindsight? What points have you learned from the case? How will you follow up the patient and what do you believe the future maintenance needs will be?
12. **Take care with your method of presenting the information.** You are presenting information to people who have no previous knowledge of the patient. Good communication techniques are needed to impart the information rapidly, accurately and interestingly. Thus you will need to use visual aids of some description. You may have access to a computer, and this can be a great help. But, if you do not, it is still easy to photocopy handwritten pages and charts onto acetate sheets for an overhead slide: but, can other people read your handwriting?
13. **Listen to what others say and ask.** Most case presentations will generate a lot of questions and differing opinions. Be prepared for questions which may seem to have ‘missed the point’. Perhaps your treatment plan may be at total variance with one which someone with differing experience or knowledge would produce. It is easy to feel that others are criticising your treatment when they are merely trying to test differing ideas and their own knowledge.
14. **Don’t be afraid to ask for comments form others in the group. It is an excellent way of learning.** It may be helpful to ask questions yourself of others in the group. Remember, usually there is no single definitive treatment plan that is correct, many different treatment options may be equally correct. You may find it helpful to write down comments from others in the group.
Friday 24th October
Denis Bracey Room, Learning Centre, Peterborough City Hospital

9:30  Your Case Presentation

FDs & selected Trainers

This morning is an opportunity to present a Case you are currently treating which may well have presented you with extra problems or a special interest. Today is your chance to discuss it with the rest of the group; a chance to share your problems or your findings with your peers and trainers.

Learning Outcomes
This session will help you to construct better treatment plans for your patients and help you to write up case reports.

14:00  Your Case Based Discussions

FDs & selected Trainers

his afternoon session will involve case based discussions between FDs and trainers other than their own trainer. Each FD will need to bring three anonymous cases with artefacts that are suitable for case based discussions.

Learning Outcomes
You will learn about your cases from assessment by the trainers other than your own.

Remember the importance of consent from patients and permission from practice to use the material you bring.

16:30  Close
Wednesday 29th October
Clinical Skills Laboratory, Learning Centre, Peterborough City Hospital

09:30 The Perfect Composite Restoration

Victor Gehani
GDP, Trainer and MJDF Examiner

This will be a hands-on session involving cavity preparation and placement of composite restorations.

Please be prepared to use the hands-on facilities for preparing cavities for composite restorations.

Learning Outcomes
Understand the principles of cavity preparation for composite restorations.
The ability to remove carious tooth structure
Understanding of composite bonding to tooth structure
Building cores for larger restorations

THINGS TO BRING

1 Restorative kit
2 Cavity prep burs (fast and slow)
3 Filling instruments
4 Composite they use in practice
5 Extracted teeth mounted in dental stone
6 Etch (phosphoric acid)
7 Bond
8 Mylar strips
9 Matrix bands and retainers of their choice
10 Light curing machine
11 Composite polishing burs and strips
Monday 3rd—Friday 7th November
British School of Horseracing, Newmarket

Morning Session 9:30 – 12:30

Session A  Communication Skills with Cascade
Cascade Company

- This week is a series of one day presentations by the Cascade Company. This involves all of the seven FD Schemes in East of England Deanery.
- On each day two or three members of each Scheme will be present at Newmarket.
- You will have the chance to meet and interact with members of the other Schemes in a small group setting.

Learning Outcomes
We should all feel more confident in communicating well with our patients, and colleagues, have a greater repertoire of techniques available and a better understanding of the theory involved.

Communication is one of our most important tools in general dental practice. We need to know what our patients want, feel, believe, wish for and fear. We need to be able to tell them about our plans, our hopes, our skills and our procedures. Good communication skills can change practising life beyond recognition. Today through the use of drama, Cascade will help us to improve these skills.

CPD = 3 Hrs
Monday 3rd—Friday 7th November
British School of Horseracing, Newmarket

Afternoon Session  13:30 – 16:30

Session B  Communication Skills with Cascade – Part 2

Cascade Company

CPD = 3 Hrs
**Friday 14th November**
Room 1, Learning Centre, Peterborough City Hospital

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**09:30 Team Work**

Dipali Chokshi
(GDP/Trainer)

This session will go through the role of ancillary staff within the dental practice team, including induction, contracts of employment and in house staff training methods.

This session will also help you in foundation skills project work.

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**11:15 Coffee Break**

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**14:00 Cross Infection Control**

Kanesh Mashru
(GDP/Trainer)

How do infections spread? We shall discuss protocols to manage infection control effectively. You will learn about how infection control fits into clinical governance, how to write an infection control policy as well as manage critical incidents.

This session will also help you in foundation skills project work.

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**Learning Outcomes**

To understand the essentials of employment contracts as well as the staff journey from recruitment and induction through to ongoing professional development.
National Association of Dental Advisors Annual Conference

09:00 – WELCOME
Sarah Rann (assistant medical director East Anglia Area Team NHS England)

09:10 – CONTRACT REFORM
Barry Cockcroft (Chief Dental Officer)
John Milne (Chair GDPC)

10:15 – COFFEE

10:45 – JOINED UP THINKING
David Geddes (National head of 1° care commissioning NHS England)
Amanda Crosse (Consultant in Dental Public Health)
Tom Norfolk (LPN Chair, DPA), Nick Stolls (Norfolk LDC, GDPC)

11:45 – CQC AN UPDATE ON NEW VISITS
David Behan (CEO CQC)

12:00 – BUFFET LUNCH

13:00 – SETTING THE SCENE – “PERFORMANCE”
Alex Baxter (HEEoE)
Nick Lamb/Tom Norfolk (DPA’s East Anglia Area Team NHS England BSA)
Jason Stokes (Council member GDC)
David Behan (CEO CQC)

14:00 – COFFEE

14:30 – THE CASE
Dental Defence Union/Dental protection
Capsticks Solicitors, 9 Gough Square Barristers Chambers
Neil Marshall (Director of regulation GDC)

16:00 – CLOSING REMARKS AND END OF CONFERENCE

Learning Outcomes
To understand the essentials of employment contracts as well as the staff journey from recruitment and induction through to ongoing professional development
Friday 28th November
Denis Bracey Room, Learning Centre, Peterborough City Hospital

9:30  Foundation Skills Assessment

FDs and selected Trainers

This is a chance for us to look closely at the key skills portfolios we have produced during this term and have them carefully assessed by the Trainers. This process gives validity to our work and is an important part of completing the Training year.

This will be a practical peer review session involving everyone in the process.

14:00  A joint meeting in the presence of all Trainers and FDs

Uday Patel
Course Organiser

During this joint meeting, we will review and reflect upon the first few months of this FD year and plan for the coming months.

Focus on Clinical Record Keeping

Learning Outcomes
To enable you to keep clinical records (conventional or electronic) in line with recognised standards

Our time will be devoted to the various aspects of keeping full, accurate, contemporaneous and legible records. This will include discussions on every possible clinical record in General Dental Practice such as recording treatments, paperwork and radiographs.

16:45  Trainers Meeting
Monday 1st December
BDA, 64 Wimpole Street, LONDON, W1M 8LA

Morning Session—Morning at the British Dental Association

09:15 Arrive British Dental Association

09:30 Introduction—"Why your professional association is important"

An introduction to the benefits of the BDA, as a professional body and as a trade union.

Learning Outcomes
FDs will learn of the importance of ethics, the dangers of isolation and the need for advice and support throughout their career.

10:00 Contracts

Learning Outcomes
FDs will learn of the importance of:
- having a written contract
- obtaining legal advice on this contract knowing where to obtain advice on associate agreements.

A detailed talk on associate agreements by a legal expert. The talk will cover the basic terms that should be included in an associate contract and the implications of certain clauses, especially those relating to finances; as well as common issues that cause dispute, including calculation and retention of fees and examples of case studies.

11:00 Break

11:20 Ethical Dilemmas

Learning Outcomes
FDs will have a better understanding of ethical principles, professionalism, trust and GDC guidance on ethics.

FDs/VDPs will be asked to share their experiences so far of reconciling everyday practice with their ethical obligations. They may raise issues such as quality of care, patient choice, financial constraints and pressures, consent, confidentiality, unproven techniques and dealing with underperformance. We will discuss honesty, trust, professionalism, integrity, GDC guidance and medical ethical principles (pure ethics) both in the workplace and in our private lives.

12:00 “The future of Dentistry—how change affects you”
Afternoon Session—An afternoon with Dental Protection Limited

12:30    Lunch

13:15    “What does the GDC do?”

An overview of the GDC’s role, changes to CPD requirements, revalidation, GDC Committees and the Fitness to Practice process.

14:00    Standards for the Dental Team: Professionalism and the GDC

15:00    Break

15:20    Clinical Risk management with an emphasis on the importance of record keeping and shared decision making

16:00    Conclusions

16:15    Close

Learning Outcomes

1. Describe the powers of the GDC
2. Detail possible consequences of unethical and illegal behaviour
3. Demonstrate good communication
4. Demonstrate good record keeping
5. Demonstrate their ability to obtain valid consent
6. Describe when, how and to whom they would whistle blow
7. Explain their legal and responsibilities in relation to consent and data protection
8. Demonstrate the importance of ethical behaviour in maintaining confidence and trust in the dental profession.
Speakers
Autumn Term 2014–2015

Nick Lamb
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