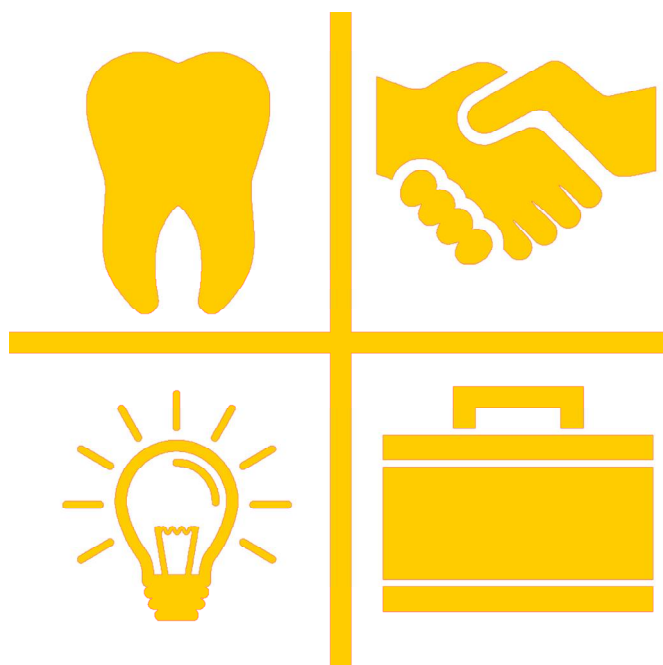


Basildon Dental Foundation Training Scheme

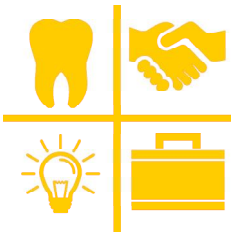
Scheme Handbook 2016 - 2017



Developing people
for health and
healthcare

www.hee.nhs.uk

Education Centre, Basildon Hospital



Basildon Dental Foundation Training Scheme

“ Welcome to the
Basildon 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 Basildon Hospital 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.

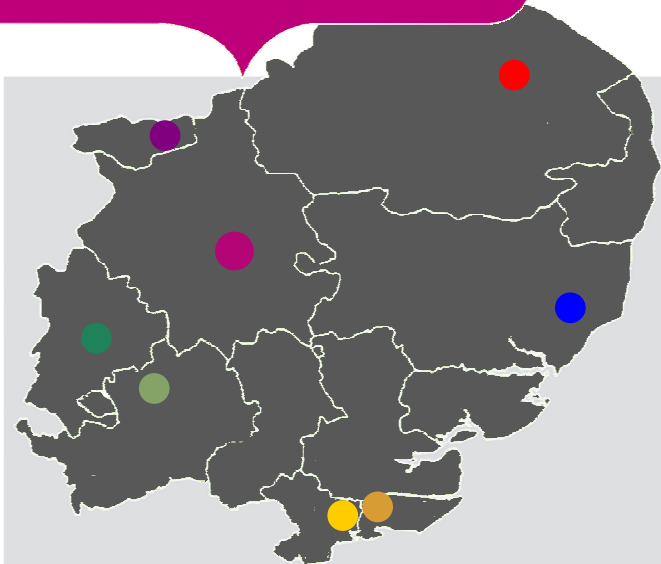
Health Education England

East of England



Health Education England East of England

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The Regional Team at Victoria House

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Associate Director of
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Jayne Toplis

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Training Programme Director

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Basildon Hospital Education Centre

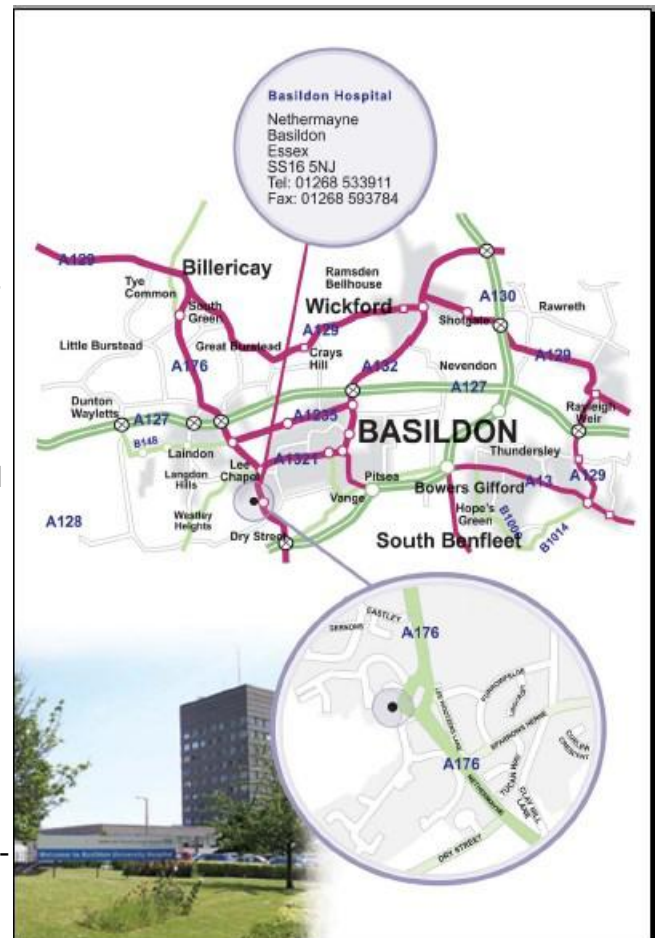


Basildon University Hospital

site is approximately one mile north of the A13 Basildon exit. The Hospital is well signposted. Car parking is available at £10.00 for the day and **YOU MUST RETAIN YOUR PARKING TICKETS** in order to claim the cost. The car park is a 5 minute walk from the Education centre.

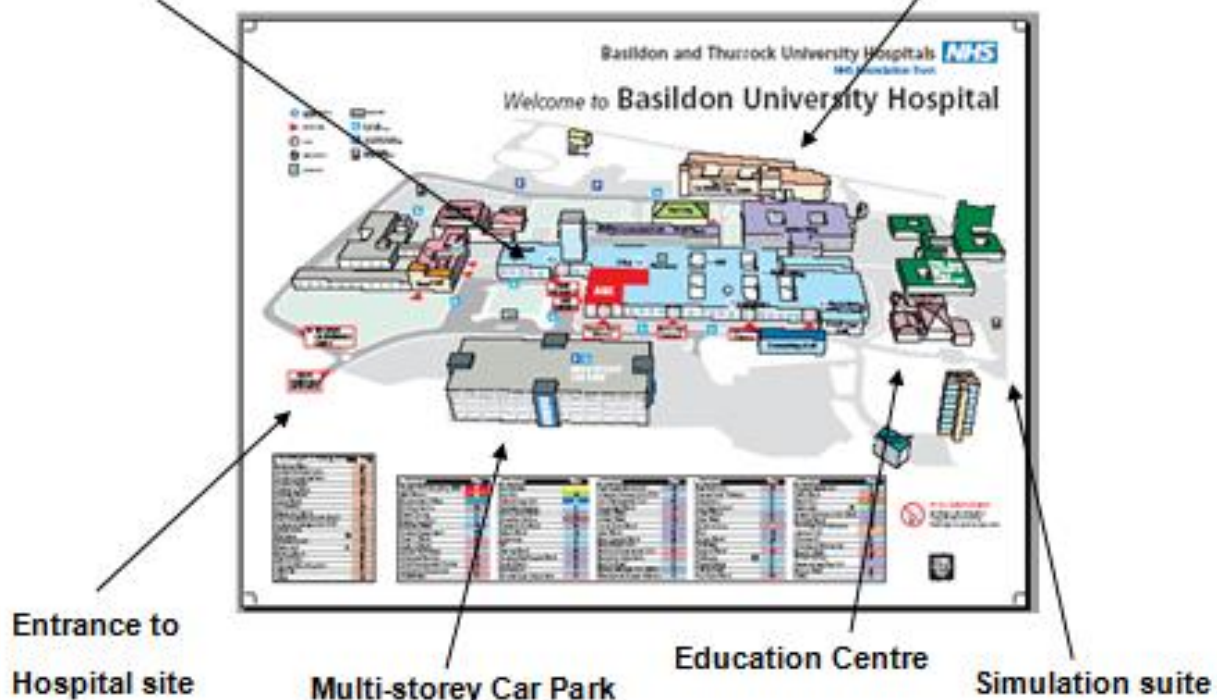
When you exit the car park you will see A&E directly in front of you, turn to the right and follow the path, you will pass **OUTPATIENTS** on your left, then **DERMATOLOGY** on your right, keep following the path and bear to your left at the small roundabout, you should now be able to see the **EDUCATION CENTRE** on the right.

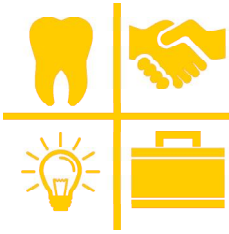
The Education Centre is where most of our day release courses will be held. There is a Costa Coffee in the social area where you can eat lunch, alternatively, there is a large restaurant in the main hospital building serving hot food.



Main Restaurant

Cardiothoracic Centre





Basildon Hospital Education Centre

The Simulation Suite is located on the Doctors campus that is just after the Dermatology Unit and to the right of the Education Centre. There are two teaching rooms and the Dental room which has 13 phantom head units. Our “hands on” days will be carried out here.

There is also an Education suite in the Cardiothoracic centre that is at the back of the main hospital building and this can be accessed through the hospital.



Simulation Suite

Education Centre



Dental Room, Simulation



Cardiothoracic Centre



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.

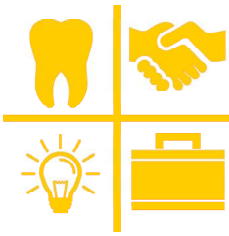
Most of the courses are based at the Education Centre, Basildon, but there are several opportunities for visits to dental practices, dental companies and conferences. Most study days will include a 'problem solving' session where problems of a clinical or interpersonal nature can be discussed with your 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 Andrea Ogden

☎ Practice: 01375 675710 Mobile: 07843 021807

💻 andrea.ogden@nhs.net

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.



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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Ms Vy-Thuy Nguyen

Kings College London

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Calendar 2016 - 2017



2016

Friday 2nd September **First Day of Autumn Term**

Study Day at Basildon Hospital Education Centre.

Thursday 8th and Friday 9th September

Residential Course for Trainees at Orsett Hall. Educational Supervisors to be present from 10am on Friday 9th September

Tuesday 18th October

Early Stage Review Interviews

Monday 7th to Friday 11th November

Study Day at British School of Racing, Newmarket. Some members of Foundation Training group present each day.

Monday 5th December **Last Day of Autumn Term**

First 12 Topics of Foundation Skills to be marked.
Educational Supervisors to be present from 9am

2017

4th January - 3rd February

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

Friday 10th February **First Day of Spring Term**

Thursday-Friday 30/31st March

Residential. Stoke-by-Nayland, Nr Colchester, Suffolk

Friday 7th April **Last day of Spring Term**

Audit presentation day. ESs present all day from 9.30am

Friday 28th April **First Day of Summer Term**

Thursday 25th to Saturday 27th May

British Dental Association Conference, Manchester

Friday 7th July **Last Day of Summer Term**

Case Presentation Day. ESs present all day from 9.00am.