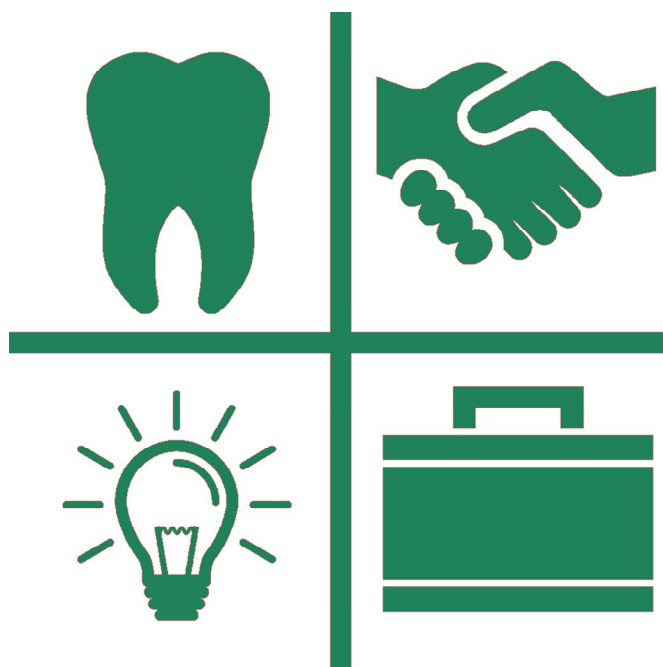


# Bedford Dental Foundation Training Scheme

Autumn Term Programme 2018 - 2019



Developing people  
for health and  
healthcare





# Bedford Dental Foundation Training Scheme

## Learning and Education Centre

Bedford Hospital (South Wing), Amphill Road,

Bedford. MK42 9DJ

☎ 01234 792267

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*Programme published by*  
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# Autumn Term

## Venues and Subjects



**Friday 7th September**

Introduction and Welcome  
Professional Development – What is it all about?  
Keeping Records and Completing the Paperwork; a  
Necessary Evil?

*Learning and Education Centre, Bedford Hospital*

**Tuesday 11th September**

Clinical Skills Refresher.

*Luton and Dunstable Postgraduate Medical Centre*

**Thursday 13th September**

Case Presentations.

**Friday 14th September**

Trainers and Trainees:- A Relationship in Practice  
Activities for the Year  
Communications Skills.

**Saturday 15th September**

Planning Treatment Planning:- Effective Management of  
Practice

*Stevenage Novotel, Knebworth Park, Stevenage*

**Friday 21st September**

Fitting the Treatment to the Words: - 'NHS Regulations,  
Bands, Forms and UDAs.  
Radiographs and General Dental Practice - the Practical  
Reality.

*Learning and Education Centre, Bedford Hospital*

**Friday 28th September**

Practical Clinical Photography. A practical experience of  
photography and presentation skills

*Learning and Education Centre, Bedford Hospital*

**Friday 5th October**

Whose side is your Dental Nurse on?

*Southway Training Suite*

**Friday 12th October**

In Sickness and in Debt—Superannuation in easy Stages  
Are we getting paid?  
Project work 2018-19

*Southway Training Suite*



# Autumn Term

## Venues and Subjects

|                              |   |  |
|------------------------------|---|--|
| <b>Friday 19th October</b>   | Records and Record Keeping<br>Dealing with Complaints in Practice.<br>Early Stage Review. | <i>DPL Ltd, The Shard, London SE1</i>                      |
| <b>Thursday 26th October</b> | No Study Day  |  |
| <b>Friday 2nd November</b>   | Endodontics in General Dental Practice.   | <i>Learning and Education Centre, Bedford Hospital</i>     |
| <b>Thursday 8th November</b> | Communication Skills with Cascade   |  |
| <b>Friday 9th November</b>   |   | <i>Kings House, Bedford or Education Centre, Stevenage</i> |
| <b>Friday 16th November</b>  | Introduction to Surgical Skills.<br>Advanced Treatment Planning.                          | <i>Southway Training Suite</i>                             |
| <b>Friday 23rd November</b>  | Practical Paedodontics.   | <i>Southway Training Suite</i>                             |
| <b>Friday 30th November</b>  | Crowns and Patients:- Do they fit together?   | <i>Kings House, Bedford</i>                                |
| <b>Friday 14th December</b>  | Case Presentations.<br>Foundation Skills Assessment.                                      | <i>Learning and Education Centre, Bedford Hospital</i>     |

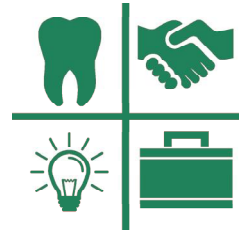
During each day some time will be set aside for problem solving and journal review

## Important Dates and Deadlines

|                              |                           |
|------------------------------|---------------------------|
| Early Stage Review           | Friday 19th October 2018  |
| Foundation Skills Assessment | Friday 14th December 2018 |
| Case Presentation            | Friday 14th December 2018 |

# Friday 7th September

Learning and Education Centre, Bedford Hospital



## Morning Session

CPD = 3 Hrs

### 09.30 Introduction and Welcome.

#### Dr. Peter Cranfield.

Regional Advisor Dental Foundation Training

*A welcome to the members of the Scheme and an introduction to the programme for the year. This is our first meeting together and is the time to get to know each other.*

#### Learning outcomes

- *At the end of the session we should all know a lot more about the members of the group and their interests. We should also have a knowledge of their practice and Trainer.*

### 11.15 Welcome to Bedford Medical Institute.

#### Mrs. Rosa Lombardi

Education and Learning Manager

### 11.30 Nuts and Bolts of Dental Foundation Training



#### Dr. Peter Cranfield

Regional Advisor iDental Foundation Training

*In this session we shall look at how Dental Foundation Training runs on a day to day basis. This is an opportunity to set out the ground rules for the year and to understand how we can make our group work well. The programme for the term and for the year can be discussed. We shall also look at the mechanisms for making claims for expenses.*

### 12.30 Lunch



# Friday 7th September

Learning and Education Centre, Bedford Hospital

## Afternoon Session

CPD = 3 Hrs

13.30

### Professional Development - What is it all about?

**Dr. Peter Cranfield.**

Regional Advisor Dental Foundation Training

*This is the start of a year of Foundation Training, a year of Professional Development. What is the year for, and why is it felt to be so important that it is mandatory? During the afternoon we shall look at many of the aspects of the year and try to determine what each of us hopes to achieve.*

#### Learning outcomes

- *We shall try to see how we can maximise the benefit that each of us gains from the year of DFT experience.*

15.30

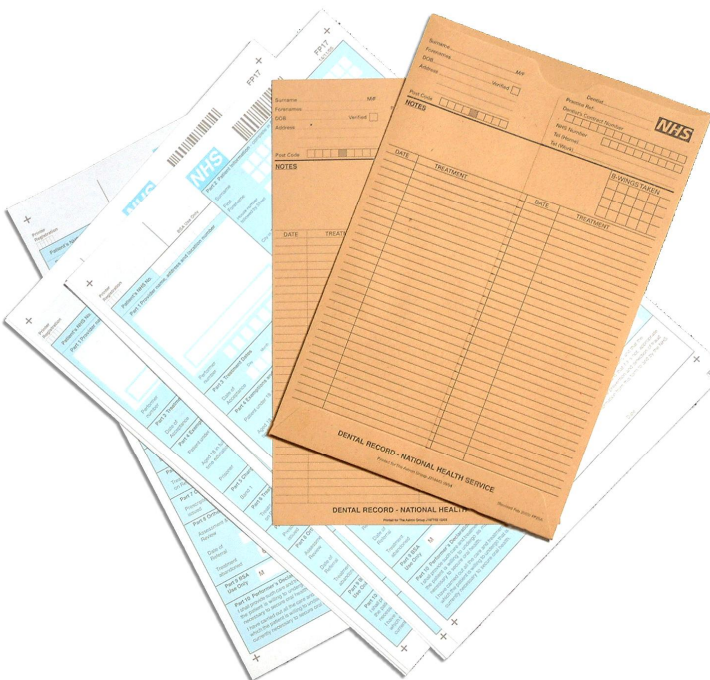
### Keeping Records and Completing the E-Portfolio.

#### Group Discussion

*How do we each cope with the record keeping, paperwork and forms associated with the NHS that are such a necessary part of general dental practice? How do we complete the E-PDP? What do we write in it? Who reads it? Are there any hints that we can pass on to each other?*

#### Learning outcomes

- *Learning about other people's experiences should help us in formulating better responses to our own experiences.*



# Tuesday 11th September

Luton and Dunstable Postgraduate Medical Centre



## Morning Session

CPD = 3 Hrs

### 09.30 Clinical Skills Refresher

#### FDs and ESs

*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 Educational Supervisors.*

#### Learning outcomes

- A renewed sense of confidence in clinical skills and abilities.
- A better knowledge of clinical restorative techniques for use in general dental practice within the NHS.
- A chance to assess individual clinical skills with those of one's peers.



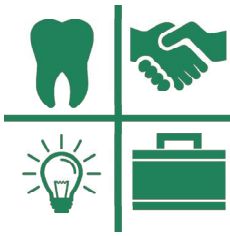
#### THINGS TO BRING

- Extracted teeth mounted in silicone putty.
- Instruments for restorative dental work.

12.30

Lunch





# Tuesday 11th September

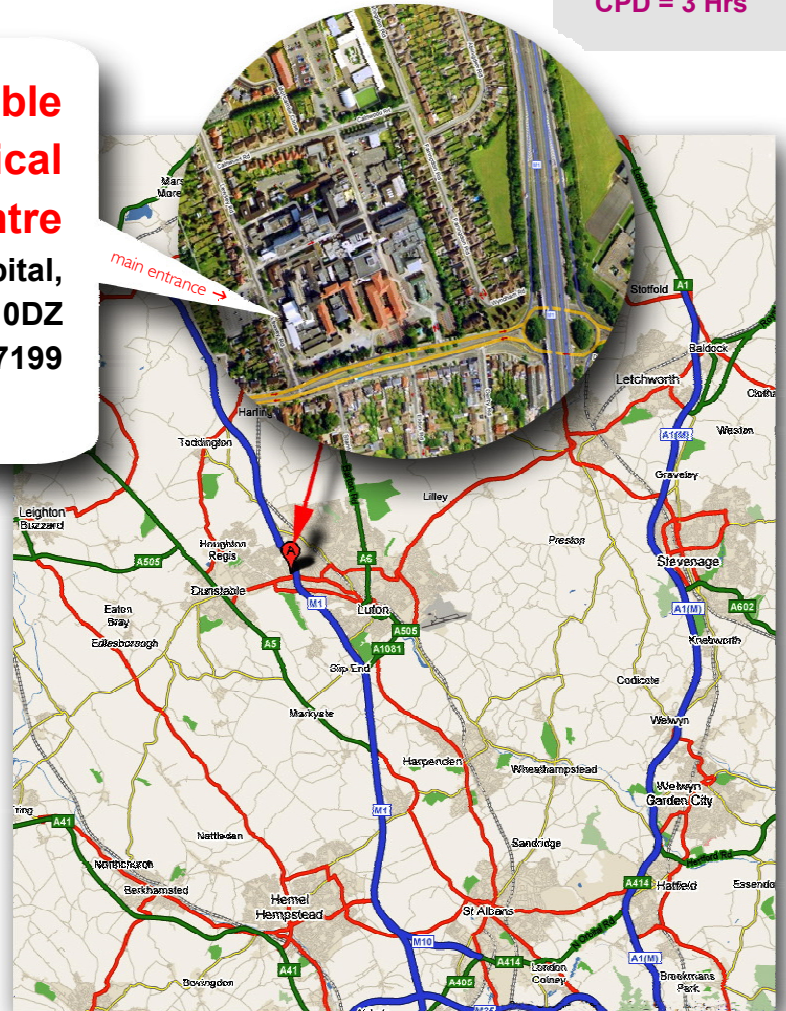
## Luton and Dunstable Postgraduate Medical Centre

### Afternoon Session

CPD = 3 Hrs

### Luton and Dunstable Postgraduate Medical Centre

Luton and Dunstable Hospital,  
Lewsey Road. Luton. LU4 0DZ  
☎ 01582 497199



13.30

### Clinical Skills Refresher. (part 2).



# Thursday 13th September

Stevenage Novotel



## Stevenage Novotel

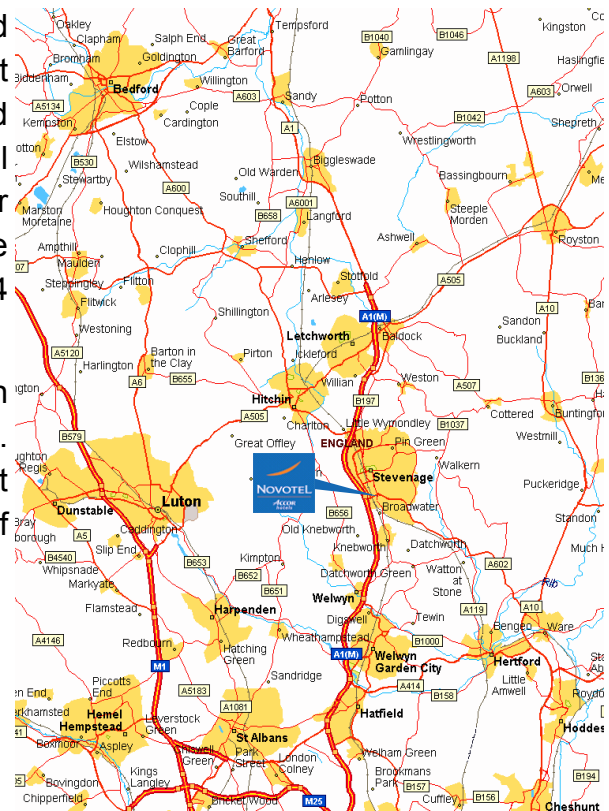
Knebworth Park, Stevenage, Herts. SG1 2AX

 01438 346100

Our Residential Induction Course is being held at the Stevenage Novotel. The hotel is easy to find as it is situated immediately next to Junction 7 on the A1(M) at Stevenage.

We start the course at 6.00 pm on Thursday, and we shall finish after lunch on Saturday, about 1.30pm. 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 Training Programme Director, and a receipt will be given you so that you may claim back on your FP84 T&S form.

The Educational Supervisors will be joining us on Friday and will be staying for dinner in the evening. Hopefully, after dinner there will be a chance to visit some of the clubs and other hot night spots of downtown Stevenage!





# Thursday 13th September

Stevenage Novotel

## Evening Session

CPD = 2 Hrs

### 18.00 Case Presentations.

*Case presentations are an important part of our Dental Foundation Training year. How we prepare a presentation is important. What are we trying to achieve and how do we make it succeed?*

#### Learning outcomes

- *Case presentations can direct our view towards different aspects of care provision. A look at the principles involved will hopefully widen horizons and stimulate new ideas*

### 19.00 A Little Local Difficulty.

#### Dr. Peter Cranfield.

Regional Advisor Dental Foundation Training

*Most patients prefer restorative dentistry to be carried out with the use of local anæsthesia. The ability to administer this in a painless and effective manner can be a cornerstone of your career in general dental practice. We all have the ID block which does not work, we all have the tooth that will not go number despite everything. How do we cope with this? What can we do to prevent this? How do we make our patients come back for more?*

#### Learning outcomes

- *This session will hopefully provide some answers to providing anæsthesia in those particularly difficult situations which we all experience.*



### 20.00 Dinner

# Friday 14th September

Stevenage Novotel



## Morning Session

CPD = 3 Hrs

### 09.30 **ESs and FDs:- a Relationship in Practice.**

#### **Dr. Peter Cranfield.**

Regional Advisor Dental Foundation Training

*Educational Supervisors are very important to FDs and vice-versa. What are our responsibilities to each other? What are our expectations and what can we achieve together? How can we make our relationship one that is beneficial to both parties? What do we do when things do not run smoothly? Who can provide help and advice within the practice?*

*Today we shall have a chance to develop and practise team communication skills in practical ways. We shall spend some time considering monitoring within general practice. This is always a difficult area and sharing experiences can be very helpful.*

*Later in the day there will also be an opportunity to find out how other FDs have managed in the past in an open discussion session with two of last year's FDs.*

#### **Learning outcomes**

- *Today we aim to look at our joint relationships and gain experience and skill in some practical steps of problem solving. We shall also attempt to understand more fully the use of the e-portfolio within the practice.*





# Friday 14th September

Stevenage Novotel

## Afternoon Session

CPD = 3 Hrs

### 13.30 **Activities for the Year.**

#### **Dr. Peter Cranfield.**

Regional Advisor Dental Foundation Training

*During the year there are several items of work that need to be completed as part of the Foundation Training requirements. Not only are there the monthly assessments in practice but there is also an audit to complete; a case presentation at the end of the year; and a Foundation Skills portfolio. Completion of the Foundation Skills portfolio has the following functions:*

- *Demonstrating that the practice is complying with areas where good practice is essential to clinical governance*
- *Providing an educational tool for training the whole dental team.*
- *Equipping GDPs to perform competently and to 'good practice' standards in the clinical environment.*

#### **Learning outcomes**

- *Today's session will provide a good introduction to understanding the reason for completing the Foundation Skills portfolio. The session will provide guidance on clinical audit*



### 15.30 **Communication Skills.**

**ESs and FDs**

### 16.00 **Tea**

### 16.30 **Learning from those who go before.**

**FDs**

### 16.30 **Trainers' Meeting.**

**ESs**

# Saturday 15th September

Stevenage Novotel



## Morning Session

CPD = 3 Hrs

### 09.30 **Planning Treatment Planning:- Effective Management of Practice.**



**Dr. Peter Cranfield.**  
Regional Advisor

*Planning of treatment for patients is the essence of general practice. Without proper planning we are unable to deliver to our patients that which they expect and require. However, this is not just deciding what needs to be provided; the how, the when, and the where have to be assessed as well.*

#### Objectives

- *This session will help us have better understanding of the needs of our patients and how we may provide treatment that will suit their needs and wishes within the NHS structures.*

#### Learning outcomes

- *A better understanding of the provision of dental care within general dental practice.*
- *An understanding of methods of looking at the 'whole of patient' care, instead of solely oral care.*
- *A better understanding of what to look for when looking for a position in a practice.*

12.30 Lunch

13.30 Finish



# Bedford Scheme

Since 1993 the Bedford Scheme has involved over 200 people, both as Trainers or Educational Supervisors and as VDPs or FDs. Many of the past Trainees have remained in practice, some locally others have moved further afield. Some have stepped into hospital based careers and a few into research or academic careers. Some of our past Trainees have returned as Trainers, and have returned to the Scheme the things that they gained whilst taking part. Here are some photographs of Trainees and Trainers from previous years.





## Morning Session

CPD = 3 Hrs

09.30

### Fitting the Treatment to the Words: - NHS Regulations, Bands, Forms and UDAs.

**Mr. Richard Elvin.**

General Dental Practitioner

**Mr. Marc Friedmann.**

General Dental Practitioner

*How do the NHS Regulations govern the work that we provide for our patients. How do we decide when a course of treatment is finished. What 'Band' does our treatment fit into? What happens if the patient returns for more treatment the next week? How is our treatment to be recorded on the FP17 form. What can we do for our patients and what restrictions really exist? What are the limitations of NHS treatment, and how do we reach those limitations?*

#### Objectives

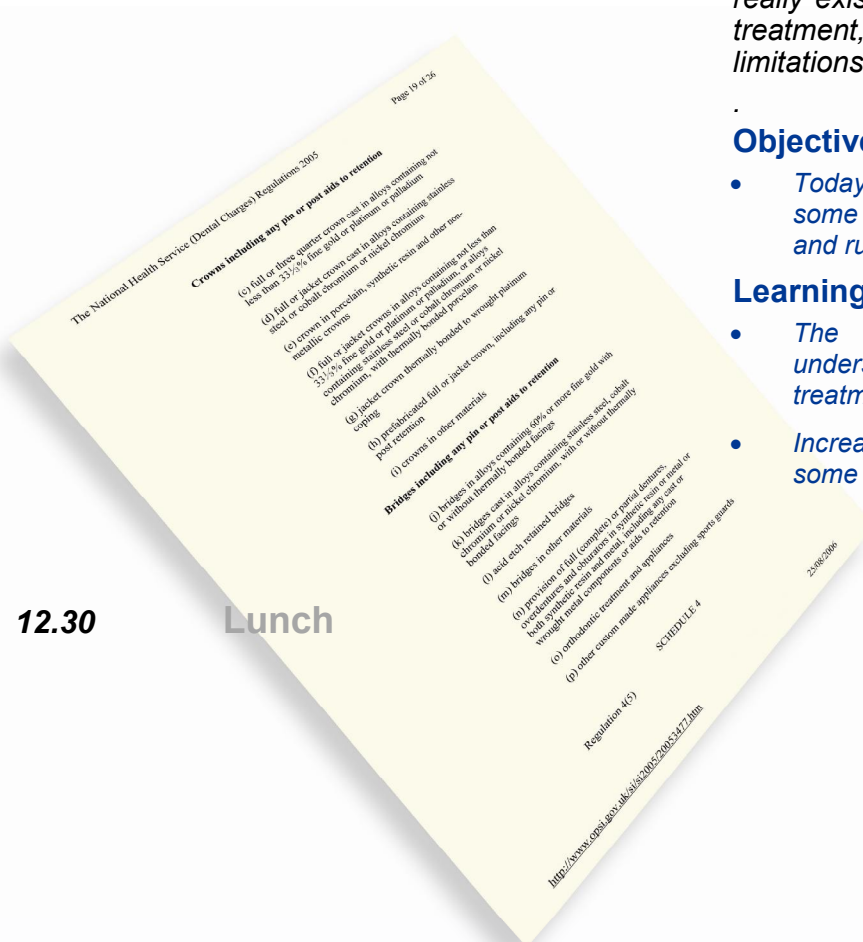
- *Today's session is to try to provide us with some structure and reason to the regulations and rules*

#### Learning outcomes

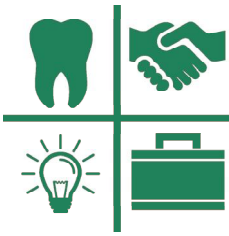
- *The session will provide a better understanding of the complexities of providing treatment within the NHS.*
- *Increased experience through undertaking some practical exercises.*

12.30

Lunch







# Friday 21st September

Learning and Education Centre, Bedford Hospital

## Afternoon Session

CPD = 3 Hrs

13.30

### Radiographs and General Dental Practice - the Practical Reality.

**Mr. Jeremy Norris.**

General Dental Practitioner

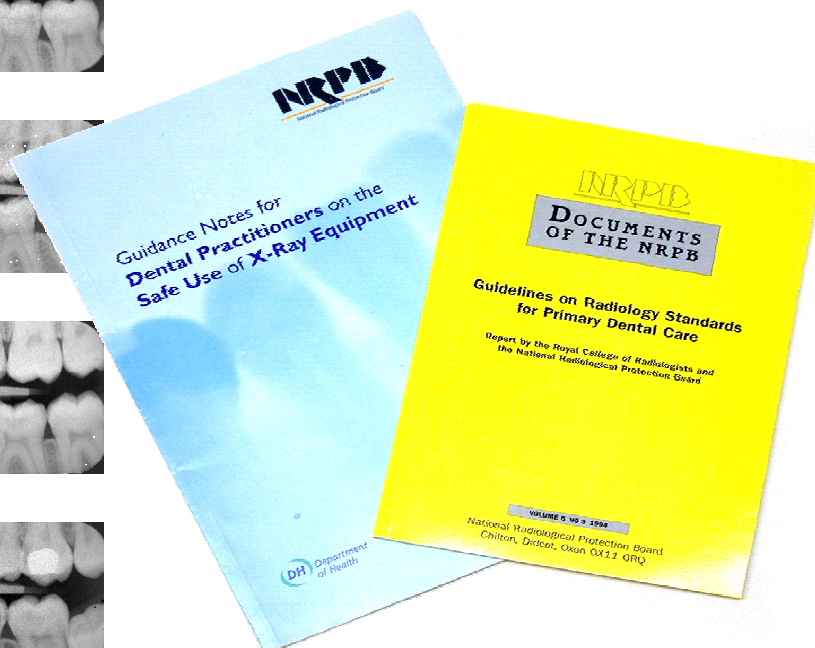
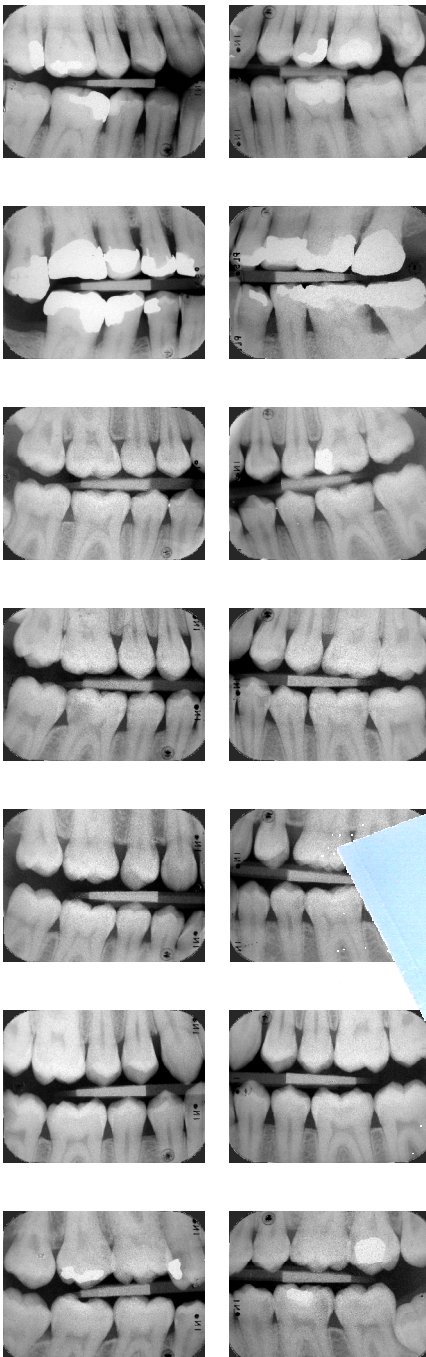
*Radiographs are a vital tool for diagnosis, and yet studies have shown that a large proportion of the radiographs are totally unsuitable for the purpose for which they were taken. What seems so easy in theory is often extremely difficult in practice. Legislation also changes frequently and alters our working practices.*

#### Objectives

- *This is a chance to improve radiographic skills and also a chance to understand what went wrong with those radiographs you took the other day.*

#### Learning outcomes

- *good understanding of the framework of radiography in dental practice*
- *A better knowledge knowledge of the current legislation*



# Friday 28th September

Learning and Education Centre, Bedford Hospital



## Morning Session

CPD = 3 Hrs

### 09.30 **Practical Clinical Photography. Your finger on the button!**

**Dr. Peter Cranfield.**  
Regional Advisor

*Bring along your cameras; it is your turn to find out how to record for posterity your patients' smiles and frowns, their problems and your answers. However, capturing the image is only part of the matter. Processing and preparing the image for use is an important part of the process. Proper preparation can turn an unusable image into a masterpiece worthy of an exhibition. Well that is the theory.*

#### Objectives

- A good practical understanding of the use of clinical photography with experience of practical techniques .

#### Learning outcomes

- Better knowledge of the theory of image capture.
- A knowledge of the equipment to be used
- Improved skill and greater experience in taking clinical photographs .



12.30 **Lunch**



# Friday 28th September

Learning and Education Centre, Bedford Hospital

## Afternoon Session

CPD = 3 Hrs

13.30

### Practical Clinical Photography. Adding the pictures to the presentation!

#### THINGS TO BRING

- Clinical camera (if possible).
- Laptop computer.

**Dr. Peter Cranfield.**  
Regional Advisor

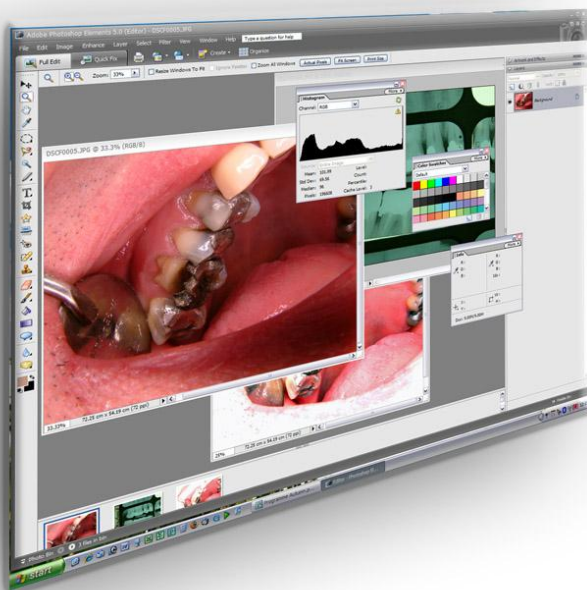
*In this session we to learn how to manipulate our clinical photographs and pictures that we have taken, and also some new presentational skills.*

*We shall be working with common software and learning how to produce a presentation from first principles.*

*In our professional lives, we often have to impart information to others, be they patients, staff colleagues or examiners. Good presentation skills can help us to impart information in a more effective manner. The availability of word processors, computers, laser printers, colour inkjet printers and scanners has revolutionised the way in which we can present information. But, having the tools is only part of the equation; learning how to make the most of these tools is the balancing item.*

#### Learning outcomes

- Knowledge of the theory of image structure and storage
- Experience in digital manipulation of clinical images .
- Experience in presenting clinical information clearly to an audience .



# Friday 5th October

Southway Training Suite



## Morning Session

CPD = 3 Hrs

### 09.30 **Whose Side is your Dental Nurse on?**

**Dr Peter Cranfield.**  
Regional Advisor

**Mrs Elizabeth Morrison.**  
Dental Nurse

*Working effectively in the Practice depends upon teamwork. From studying the England national sports teams it is obvious that: most teams need to be well selected; most teams need to train together to be successful; most teams need to achieve success; most teams need to improve. Is the dental team any different?*

*Today we shall be bringing our Dental Nurses to the Study Day and we shall be working together to try to build up a pattern of good teamwork.*

*We shall be trying to understand how people work together in teams and what makes us act in certain ways. This will give us help in understanding difficulties in the team building process. We shall also look at how an effective team can work to provide improved patient care not only in the surgery but also throughout the whole practice.*

*Practical tasks will help us to assimilate the techniques that we learn, and we shall undertake various clinical exercises.*

*We shall also have a chance to discuss difficulties experienced by ourselves in the process of team-working and learn how to overcome some of these difficulties.*

### 12.30 **Lunch**



# Friday 5th October

Southway Training Suite

## Afternoon Session

CPD = 3 Hrs

13.30

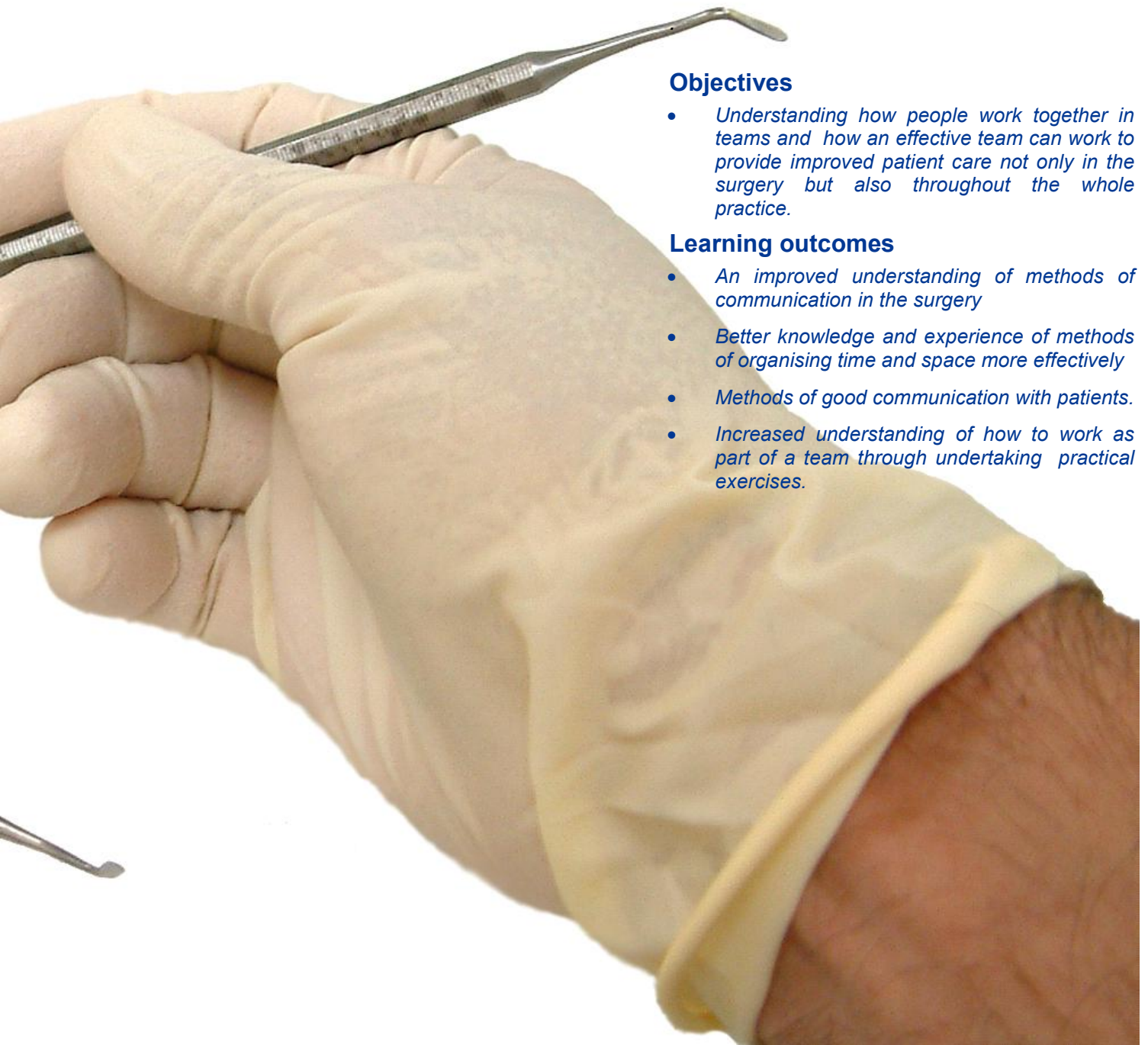
### Whose Side is your Dental Nurse on? (Part 2)

**Dr Peter Cranfield.**

Regional Advisor

**Mrs Elizabeth Morrison.**

Dental Nurse



#### Objectives

- *Understanding how people work together in teams and how an effective team can work to provide improved patient care not only in the surgery but also throughout the whole practice.*

#### Learning outcomes

- *An improved understanding of methods of communication in the surgery*
- *Better knowledge and experience of methods of organising time and space more effectively*
- *Methods of good communication with patients.*
- *Increased understanding of how to work as part of a team through undertaking practical exercises.*

# Friday 12th October

Southway Training Suite



## Morning Session

CPD = 3 Hrs

### 09.30 **Sickness and in Debt.**



#### **Mr. Trevor King.**

Dental Insurance Consultant

*When sickness or accident happens who pays the bills? Who pays for the locum? When the practice is burnt down, who pays up? This is an introduction to the need for Insurance and the means of obtaining it.*

#### **Objectives**

- This session will highlight the range of insurances and income protection services available to us as general dental practitioners and will provide information about their use.

#### **Learning outcomes**

- Knowledge of income protection schemes.
- An understanding of individual insurance needs.

### **Superannuation in Easy Stages.**

#### **Mr. Trevor King.**

Dental Insurance Consultant

*The vast total of 9.3% of our gross NHS earnings disappears as Superannuation contributions. Where does it go to and what does it do? Can anything else be done with it? Should anything else be done?*

#### **Objectives**

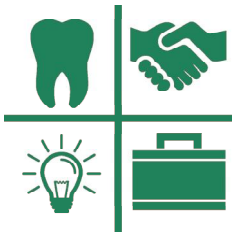
- To gain an understanding of the scope and need for the NHS Pension Scheme.

#### **Learning outcomes**

- Knowledge that will guide you in your future financial planning and decision making.

12.30

Lunch



## Afternoon Session

CPD = 3 Hrs

13.30

### Are we getting paid?

| Department |      | Director  |         | Payroll Method       | SIC   | Payment Pation | Tran |         |
|------------|------|-----------|---------|----------------------|-------|----------------|------|---------|
| Salary     | 1 00 | 3000 0000 | 3000 00 | PAYE Tax             | 91.00 |                |      |         |
| Expenses   | 1 00 | 10 7500   | 10 75   | National Insurance   | 25.47 |                |      |         |
|            |      |           |         | Professional Subsidy | 95.50 |                |      |         |
|            |      |           |         | Union                | 14.75 |                |      |         |
|            |      |           |         | Christmas Fund       | 5.30  |                |      |         |
|            |      |           |         |                      |       |                |      | 2189.55 |

**Dr. Peter Cranfield.**

Regional Advisor

*When do we get paid? Are we all getting paid correctly? What are our tax liabilities as employed, salaried Foundation Dental Practitioners? What is a Tax Code, how do we get one, and what do we do with it when it arrives? What will be our position in the future? What is a Tax Return? Who returns it, anyway?*

### Objectives

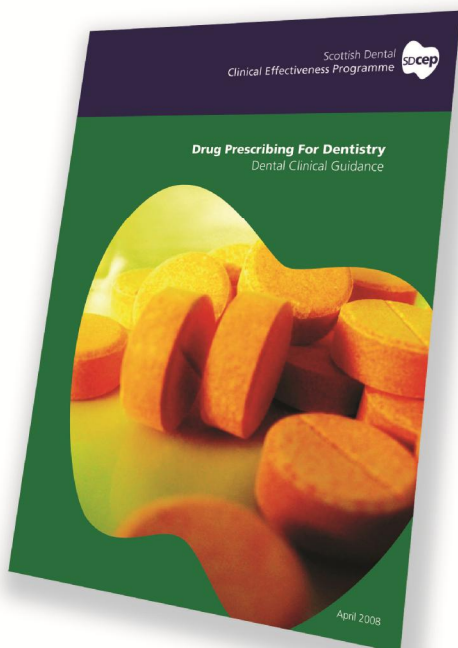
- A better knowledge of the rules and procedures involved in the General Dental Services regulations.

### Learning outcomes

- A better understanding of how the PAYE system affects us and how we ensure that we are paid correctly during the DFT year.

14.30

### Project work 2018-18



**Dr. Peter Cranfield.**

Regional Advisor

*This is a practical session to review the requirements for the Clinical Audit project and also the Foundation Skills project. In both projects presentation of the gathered data is key to success and various methods will be discussed and demonstrated.*

### Objectives

- Knowledge of requirements for a successful clinical audit and Foundation Skills project.

### Learning outcomes

- An ability to complete a clinical audit project of value and worth
- Improved knowledge and ability to prepare and complete the Foundation Skills project.

# Friday 19th October

Dental Protection, The Shard, London SE1 9SG



## Morning Session

CPD = 3 Hrs

### 09.00 Clinical Record Keeping in Practice.



#### Dental Advisors

Dental Protection Ltd

*What is best practice in clinical record keeping? When and how should they be written up? What should be in clinical records? Who writes them? Who reads them?*

*Today we will consider the medico-legal aspects of clinical record keeping and explore some dental scenarios surrounding this area of practice.*

#### Objectives

- *A better knowledge of the rules and procedures involved in the General Dental Services regulations.*
- *A better understanding of what to look for when looking for a position in a practice.*

#### Learning outcomes

- *This session will enable everyone to have a full understanding of the legal requirements of clinical record keeping*
- *How to apply the principles of good record keeping within general dental practice.*

### 12.30 Lunch

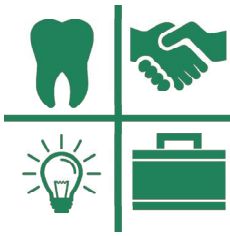
#### Dental Foundation Training Early Stage Review

As part of your Dental Foundation Training year, after six weeks there is an Early Stage Review Process. You, your Educational Supervisor and your TPD will all have completed reports in your E-Portfolio which will set out and reflect upon your progress since the start of the training year.

Today you will have a one to one conversation with your TPD to review and confirm the information in the reports and to identify any areas where further support may be required.

The interviews will normally take about fifteen minutes.





# Friday 19th October

Dental Protection, The Shard, London SE1 9SG

## Afternoon Session

CPD = 3 Hrs

13.30

### Dealing with Complaints in Practice.

#### Dental Advisors

Dental Protection Ltd

*Sometimes our patients are less than satisfied with the care that we provide for them. On occasion this dissatisfaction can lead to a complaint being made by the patient which can then lead on to other situations. Legal proceedings might be commenced by the unhappy patient, or disciplinary or regulatory bodies may become involved and our professional standing called into question.*

*Today we shall look at the way in which complaints can be prevented and dealt with before they become major issues. We shall also examine the procedures required by the NHS regulations and the part that all members of the practice have to play in their implementation.*

*The role of the professional indemnity organisations will also be discussed and evaluated.*



#### Objectives

- This session will enable everyone to have a full understanding of the NHS complaints procedures and how to implement them. There will also be the opportunity to learn how to minimise the occurrence of complaints in general dental practice in a practice.*

#### Learning outcomes

- A better ability to deal with a complaint in general dental practice.*
- Knowledge of the role of an indemnity provider in the support of the general dental practice team.*
- Knowledge of methods to reduce the occurrence of complaints in practice.*



# Friday 26th October



## No Study Day

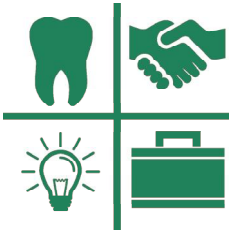
As there is no Study Day this week why not try to arrange for yourself a different form of educational experience. Nearly every day there is a dental course being held which you could attend. Some of these courses will cost you money, but there are many courses which are free. Who organises these courses and where are they held? Well, your local Postgraduate Centre will publish a list of dental courses that are being held in your locality, or you can use the Intrepid Course Manager for Health Education England - East of England website to search through all the courses available in the Region [https://secure.intrepidonline.co.uk/coursemanager/eoe/sys\\_pages/common/login.aspx?firstattempt=true&RequestId=3296d1e0](https://secure.intrepidonline.co.uk/coursemanager/eoe/sys_pages/common/login.aspx?firstattempt=true&RequestId=3296d1e0)

Alternatively, why not see whether the local BDA section is having a meeting. These meetings are free for BDA members, but guests are often welcome. Your ES may have details of these meetings, or alternatively, why not make contact with your local BDA Secretary. You may also find out about some of the Young Practitioner groups which are forming around the country.

Perhaps your ES will be going to a meeting and will be pleased for you to go as a guest. Alternatively, why not contact some of the other members of the DFT Scheme and make it a social event as well?

Don't forget to record these meetings in your E-Portfolio.





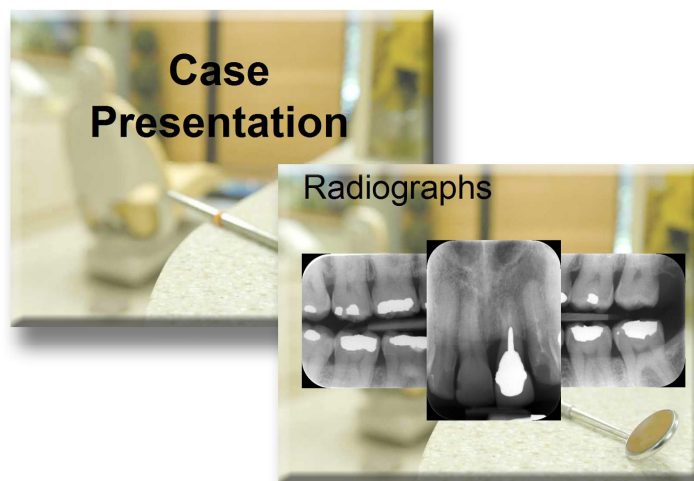
# Friday 26th October

## No Study Day

Now is the time when you should be well underway with your case presentation work for the end of this term. Which case are you going to present/ What is important about the case? How far have you got with it?

It is important that you have available all of the pictures, records and radiographs that you need for the presentation. If you do not yet have them have you allowed enough time to collect this information? Do you need to contact the patient so that you can take relevant photographs?

Please use this week without a Study Day to take stock of your progress with your case presentation, and to make sure that you will be ready on time.



# Friday 2nd November

Learning and Education Centre, Bedford Hospital



## Morning Session

CPD = 3 Hrs

### 09.30 **Endodontics in General Practice - The Practical Reality**

**Dr. Peter Cranfield.**  
Regional Advisor

*The treatment of the root canal in general dental practice seems to produce a large amount of discussion, conflict, debate and worry. Endodontics has taken on the mantle of being a speciality in itself, and yet it is essentially an extremely simple process. Today we hope to obtain 'hands on' experience in many techniques that will enable us to offer endodontic therapy to our patients of higher standards. Part of the aim of the day is for each of us to try to establish the narrow path between practicality and theoretical possibility. The economics of general dental practice within the NHS must not allow us to be pushed into patterns of treatment that are not effective.*



### 12.30 **Lunch**

#### THINGS TO BRING

- Extracted molar and incisor teeth (and premolars if you wish) with access cavities prepared (soaked in bleach for 24 hours and then stored in water).
  - A pair of fine scissors
  - Locking tweezers
  - Handpiece and Burs



# Friday 2nd November

Learning and Education Centre, Bedford Hospital

## Afternoon Session

CPD = 3 Hrs

13.30

### Endodontics in General Practice - The Practical Reality—Part 2

**Dr. Peter Cranfield.**  
Regional Advisor

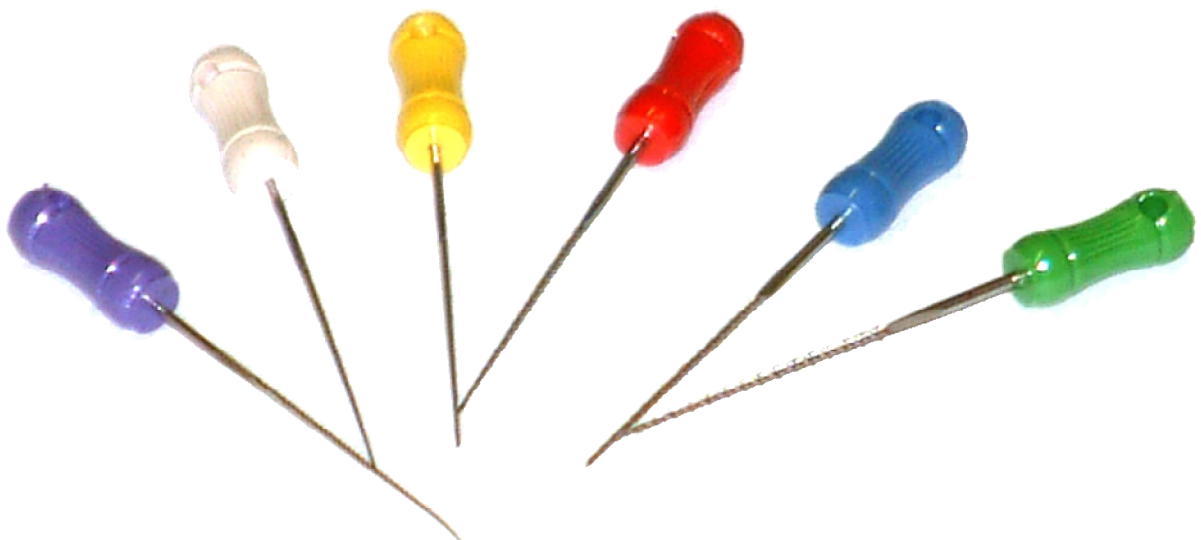
#### Objectives

- *This session will be an opportunity to review and rationalise learned endodontic knowledge and skills for use in general dental practice.*



#### Learning outcomes

- *Better ability to locate root canals.*
- *Improved ability to prepare access cavities.*
- *Improved ability to prepare and obturate root canals, together with a greater experience of some efficient methods for use in NHS dental practice.*



# Thur 8th or Fri 9th November

Thursday—Kings House, Ampthill Road, Bedford



**Morning Session 9.30 – 12.30**

CPD = 3 Hrs

## Session A **Communication Skills with Cascade**

### Cascade Company

- On these two days, you will be working with FDs from the Stevenage and Peterborough schemes.
- On each day half the members of each Scheme will be present at Peterborough or Stevenage.
- You will have the chance to meet and interact with members of the other Schemes in a small group setting.
- Be prepared for an active and interactive day.

*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.*

#### Objectives

- To raise awareness of the importance of communication skills
- To look at clinician patient interactions
- To identify successful strategies to improve communication

#### Learning outcomes

- Greater self-awareness
- Improved strategies for communicating with vulnerable or difficult groups
- Improved conflict resolution
- Improved patient communication

# Cascade

THEATRE IN EDUCATION FOR CORNWALL



# Thur 8th or Fri 9th November

Friday—Lister Education Centre, Stevenage

Afternoon Session 13.30 – 16.30

CPD = 3 Hrs

## Session B Communication Skills with Cascade – Part 2 Cascade Company

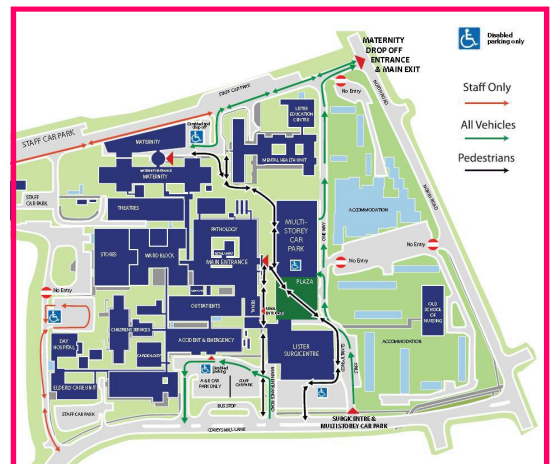
### Learning Centre

Peterborough City Hospital,  
Dept 401,  
Edith Cavell Campus,  
Bretton Gate,  
Peterborough. PE3 9GZ



### Lister Education Centre

Lister Hospital,  
Corey's Mill Lane,  
Stevenage. SG1 4AB



# Friday 16th November

Southway Training Suite



## Morning Session

CPD = 3 Hrs

### 09.30 Extractions and Surgery in Practice.

**Mr. Nilesh Sakerchand**

**Mrs. Preeya Sakerchand**

General Dental Practitioners

*This session provides us with the chance to explore and examine some challenging situations which may arise within a clinical environment when teeth need to be removed. We will have a chance to consider our own response to the situations and to compare our ideas and judgments with those of others. This session will be based upon practical examples and will call upon reflection of our own personal experiences and skills.*

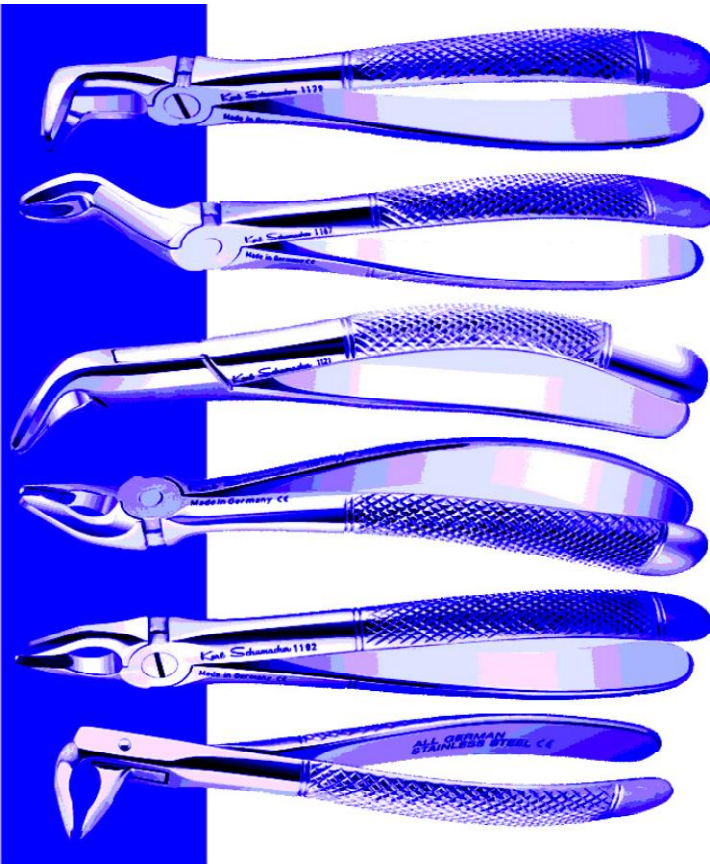
*Some practical work will aid us in our clinical work.*

#### Objectives

- A review of the general principles behind the efficient provision of exodontia within NHS general dental practice.
- Practical experience in some techniques to be used during surgery.

#### Learning outcomes

- A better understanding of the concepts of planning tooth removal.
- Techniques of tooth removal.
- Techniques of surgical practice and suturing.



12.30

Lunch





# Friday 16th November

Southway Training Suite

## Afternoon Session

CPD = 3 Hrs

### 13.30 Treatment Planning.

#### Mrs. Kalpana Patel.

General Dental Practitioner

*In general dental practice we aim to be able to provide care and treatment for all of the patients who come to our practices. Each patient presents with their own dental history and dentition. No single pattern of treatment is going to provide the right care for everyone. We need to plan our treatments according to the patients' needs and wishes within the established criteria of normal treatment, and within a sound evidence base. Each of us will probably produce treatment plans which are based on similar information and knowledge, but very often our own experiences and skills can influence this planning process. Today we shall look at several cases and try to provide treatment plans. Much of the value of the session will come from comparing treatment plans and discussing the reasons for such plans and decisions.*



#### Objectives

- Experience of a wide range of clinical situations which require careful treatment planning.

#### Learning outcomes

- Improved treatment planning skills
- Improved performance for our patients.
- Knowledge of alternative patterns of treatment provision.

# Friday 23rd November

Southway Training Suite



## Morning Session

CPD = 3 Hrs

**09.30**      **Practical Paedodontics.**

### **Mr. Michael Cranfield.**

Paediatric Dental Specialist

*The care of children in general dental practice can sometimes be a very difficult part of our work. An understanding of child development as well as dental development is essential if the best care is to be provided. Similarly, an understanding of parental feelings and wishes is required.*

*Treatment planning for children can be very challenging as there are many factors to be considered. Orthodontic development, caries incidence, diet, age; these all need to be brought into the equation.*

*On top of our need to provide good dental care there is also a requirement to be aware of issues of negligence and child abuse to these vulnerable patients.*

*Today we have a chance to explore many of these areas with the aid of practical examples and exercises.*

**12.30**      **Lunch**





# Friday 23rd November

Southway Training Suite

## Afternoon Session

CPD = 3 Hrs

13.30

### Practical Paedodontics—Part 2.

**Mr. Michael Cranfield.**

Paediatric Dental Specialist

#### Objectives

- *A review and exploration of methods and techniques for providing high quality dental care to children from a range of backgrounds. We shall explore our responsibilities and duties, and learn from some practical exercises.*

#### Learning outcomes

- *Increased knowledge of effective methods of planning treatment for children,.*
- *Knowledge of an increased range of techniques to help provide care for children.*
- *A good understanding of our responsibilities to provide safeguarding for children within a general dental practice environment.*



# Friday 30th November

Kings House, Ampthill Road, Bedford



## Morning Session

CPD = 3 Hrs

### 09.30 Crowns and Patients:- Do they fit together?

**Dr. Peter Cranfield.**  
Regional Advisor

*The provision of a crown for a patient can be a very straightforward procedure or it can be one fraught with difficulties. Simple crowns can be ruined by wrong shades of porcelain, difficult crowns can upset the occlusion, multiple crowns can spell disaster, and posts can mean premature failure.*

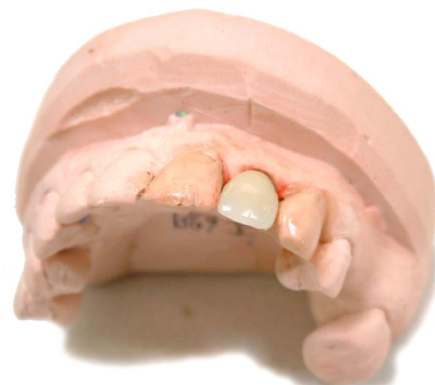
*Choice of material and design are factors which can totally alter the longevity or acceptance of a crown, and we must be able to put ourselves in a position where we can aid our patients with their decisions and consent.*

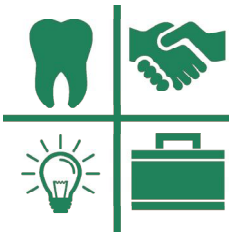
*Today we shall look at many aspects of crown provision, we shall review our techniques that we have learned and then see how we can best use our skills within a general practice environment.*

*We shall peer review each others crown preparations and also gain some practical experience of different impression techniques. Additionally we shall spend time discussing the criteria for crown selection and prescription.*



12.30 Lunch





# Friday 30th November

Kings House, Ampthill Road, Bedford

## Afternoon Session

CPD = 3 Hrs

13.30

### Crowns and Patients:- Do they fit together?

**Dr. Peter Cranfield.**

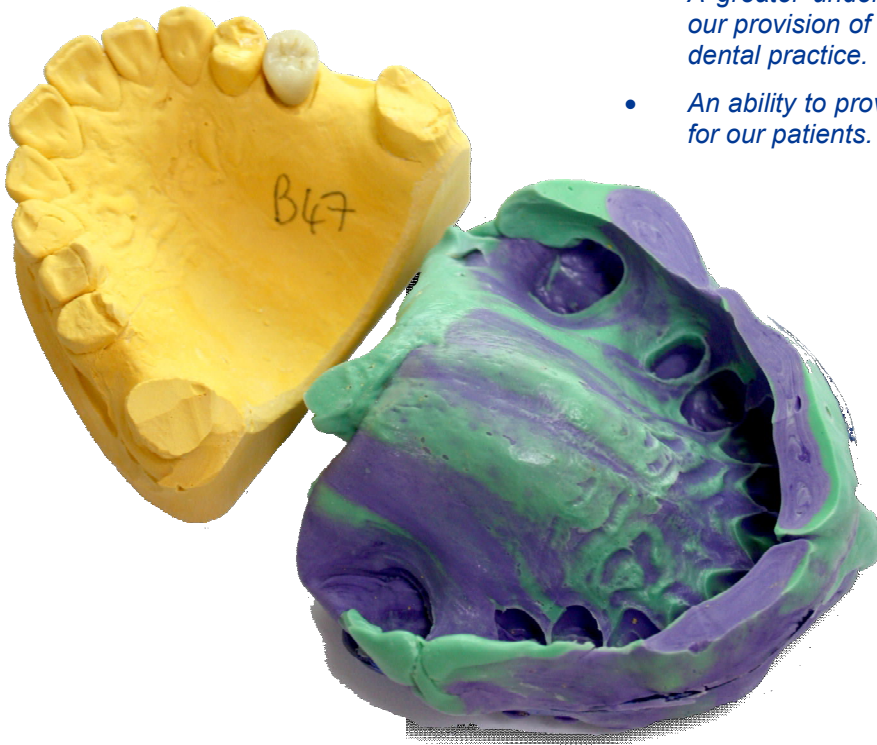
Regional Advisor

#### Objectives

- *A review of the reasons for crown provision and the techniques available for their preparation and construction.*
- *An understanding and review of our own methods and techniques in relation to those of our peers.*

#### Learning outcomes

- *A better understanding of personal skills and experience.*
- *Better knowledge of crown prescription and provision*
- *A greater understanding of techniques to aid our provision of indirect restorations in general dental practice.*
- *An ability to provide better treatment outcomes for our patients.*





## Morning Session

CPD = 3 Hrs

### 09.30 Case Presentations.

#### Foundation Dental Practitioners

*This morning is an opportunity to present a prepared case that has been a success or even a failure. Over the past few weeks there may well have been a patient who has 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. This will be a group discussion session with 'actuality'.*

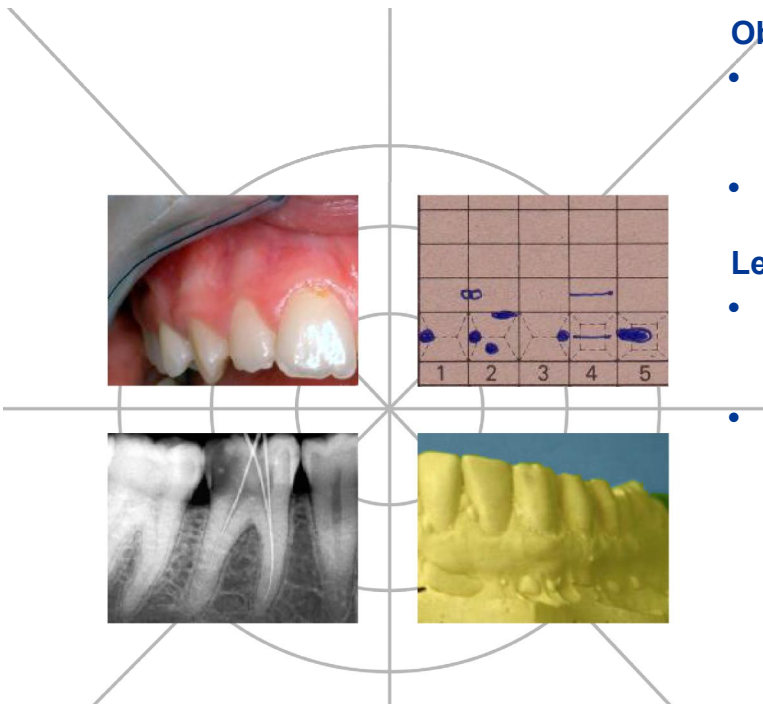
*unless there is to be a total reliance on non NHS dentistry.*

#### Objectives

- A better knowledge of the rules and procedures involved in the General Dental Services regulations.
- A better understanding of what to look for when looking for a position in a practice.

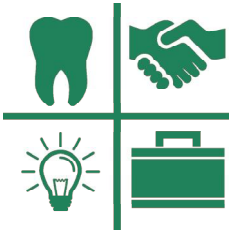
#### Learning outcomes

- A This is a time to understand and place in context one's own concepts of dental treatment



12.30

Lunch



# Friday 14th December

Learning and Education Centre, Bedford Hospital

## Afternoon Session

CPD = 3 Hrs

13.30

### Foundation Skills Assessment.

#### ESs and FDs.

*This afternoon is a chance for us to look closely at the key skills portfolios we have produce 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*

#### Objectives

- A better knowledge of the rules and procedures involved in the General Dental Services regulations.
- A better understanding of what to look for when looking for a position in a practice.

#### Learning outcomes

- Hopefully this afternoon will enable us to judge our own performance in the light of our peers and colleagues.



# PML Evidence

## Sessional Content for e-Portfolio



|   | Introduction | Skills refresher | Case Presentations | ESS and FDS | Treatment planning | NHS Regs | Radiography | Photography | Teamwork | Finance | Project work - Audit |
|---|--------------|------------------|--------------------|-------------|--------------------|----------|-------------|-------------|----------|---------|----------------------|
| <b>Professionalism</b>  |              |                  |                    |             |                    |          |             |             |          |         |                      |
| Appraisal   | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Clinical audit and peer review  |              | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         | ✓                    |
| Confidentiality   | ✓            |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Ethical behaviour   | ✓            |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Critical evaluation   | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         | ✓                    |
| Decision making   | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| GDC Scope of Practice   | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        |             | ✓           | ✓        |         |                      |
| Whistleblowing  |              |                  |                    | ✓           |                    | ✓        |             | ✓           | ✓        |         |                      |
| Management of difficult patients  |              | ✓                | ✓                  | ✓           | ✓                  | ✓        |             | ✓           | ✓        |         |                      |
| Patient safety  |              | ✓                | ✓                  | ✓           | ✓                  | ✓        |             | ✓           | ✓        |         |                      |
| Self-awareness  | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |
| <b>Professionalism and Management</b>                                   |              |                  |                    |             |                    |          |             |             |          |         |                      |
| Basic Life Support training   |              |                  |                    |             |                    |          |             |             | ✓        |         |                      |
| Consent   |              |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Equality & Diversity  |              |                  |                    | ✓           | ✓                  | ✓        | ✓           |             | ✓        |         |                      |
| GDC Standards   | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         | ✓                    |
| NHS complaints procedure  |              |                  |                    | ✓           | ✓                  | ✓        |             |             | ✓        |         |                      |
| Referring patients  |              |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           |             | ✓        |         |                      |
| <b>Management</b>   |              |                  |                    |             |                    |          |             |             |          |         |                      |
| COSHH regulations   |              |                  |                    |             |                    |          |             |             | ✓        |         |                      |
| Dental equipment selection, care and maintenance                        |              | ✓                |                    |             |                    |          | ✓           | ✓           | ✓        |         |                      |
| Data Protection   |              |                  |                    | ✓           |                    | ✓        | ✓           | ✓           | ✓        | ✓       |                      |
| Employment contracts/associate agreements for dentists                  |              |                  |                    | ✓           |                    | ✓        |             | ✓           |          | ✓       |                      |
| Employment Law basics   |              |                  |                    | ✓           |                    |          |             | ✓           |          | ✓       |                      |
| Finance   |              |                  |                    | ✓           |                    | ✓        |             | ✓           |          | ✓       |                      |
| Health & Safety requirements in dentistry                               |              |                  |                    | ✓           |                    |          | ✓           | ✓           |          |         |                      |
| Infection control procedures  |              |                  |                    |             | ✓                  |          | ✓           | ✓           |          |         |                      |
| NHS prescribing   |              |                  | ✓                  | ✓           | ✓                  |          | ✓           | ✓           |          |         |                      |
| NHS Rules & Regulations in Dentistry                                    | ✓            |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Prescribing, directing, taking, processing and interpreting radiographs |              |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Range and scope of NHS dental care                                      | ✓            |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Record keeping  | ✓            |                  | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         |                      |
| Use of emergency drugs  |              |                  | ✓                  |             |                    |          |             | ✓           |          |         |                      |
| Information Governance  |              |                  |                    |             |                    |          | ✓           | ✓           |          |         | ✓                    |
| Safeguarding Children and Adults  |              |                  |                    |             |                    |          |             | ✓           |          |         |                      |
| <b>Leadership</b>   |              |                  |                    |             |                    |          |             |             |          |         |                      |
| Facilitating learning in others   | ✓            | ✓                | ✓                  | ✓           |                    |          |             | ✓           | ✓        |         | ✓                    |
| Quality management and improvement                                      | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        |         | ✓                    |
| Role model  | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |
| Teamwork  | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |
| <b>GDC Domains</b>  |              |                  |                    |             |                    |          |             |             |          |         |                      |
| <b>A</b>  |              | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |
| <b>B</b>  | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |
| <b>C</b>  | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |
| <b>D</b>  | ✓            | ✓                | ✓                  | ✓           | ✓                  | ✓        | ✓           | ✓           | ✓        | ✓       | ✓                    |





# Speakers

Autumn Term 2018 - 2019



## Mr. Michael Cranfield

Community Dental Services CIC  
Bedford Heights, Manton Lane,  
Bedford. MK41 7PH  
☎ 01234 310223

## Mr. Richard Elvin

4a Market Street. Watford.  
WD18 0PD  
☎ 01920 462208.

## Mr. Trevor King

27 Barnes Way,  
Werrington,  
Peterborough. PE4 6QD  
☎ 01733 571993



Jeremy Norriss



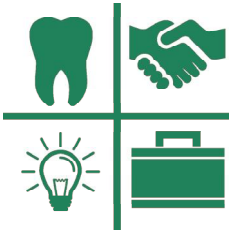
Richard Elvin



Nilesh Sakerchand



Preeya Sakerchand



# Speakers

Autumn Term 2018 - 2019

Kalpana Patel



## Mr. Jeremy Norris

St Kildas Dental Practice,  
93 High Street,  
Tring, Herts. HP23 4AB  
☎ 01442 826565

Trevor King



## Mrs. Kalpana Patel

Chrysalis Dental Practice,  
161 – 163 Leavesden Road,  
North Watford, Herts.  
WD24 5EP  
☎ 01923 255617

Michael Cranfield



## Mr. Nilesh and Mrs. Preeya Sakerchand

West Street Dental Practice,  
Europa House, West Street,  
Leighton Buzzard, Beds.  
LU7 1DD  
☎ 01525 373205

# Calendar 2018 -2019



## 2018

**Friday 7th September First Day of Autumn Term**

Study Day at Bedford Learning and Education Centre.

**Tuesday 11th September**

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

**Thursday 13th September (6.00pm) to  
Saturday 15th September (2.00pm)**

Residential Course for FDs at Stevenage Novotel. Educational Supervisors to be present from 9.30am on Friday 15th September until evening.

**Friday 5th October**

Study Day with FDs' own dental nurses at Bedford.

**Thursday 8th or Friday 9th November**

Some members of Foundation Training group present on each day.

**Friday 26th October**

No Study Day - FDs work in practice.

**Friday 7th December**

No Study Day - FDs work in practice.

**Friday 14th December Last Day of Autumn Term**

ESs present at Bedford from 1.30pm.

## 2019

**5th to 26th January**

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

**Friday 1st February First Day of Spring Term**

**Thursday 7th February**

Study Day Thursday not Friday.

**Tuesday 12th February**

Study Day Tuesday not Friday.

**Wednesday 6th March**

Study Day Wednesday not Friday.

**Friday 29th March Last day of Spring Term**

**Friday 3rd May First Day of Summer Term**

**Friday 5th July Last Day of Summer Term**

ESs present all day from 10.00am.