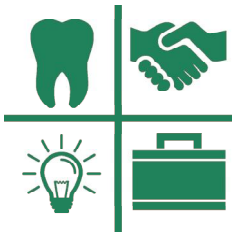


Bedford Dental Foundation Training Scheme

Scheme Handbook 2016 - 2017



Developing people
for health and
healthcare



Norwich Dental Foundation Training Scheme

“ Welcome to the
Bedford Dental
Foundation Training
Scheme”

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

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

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

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

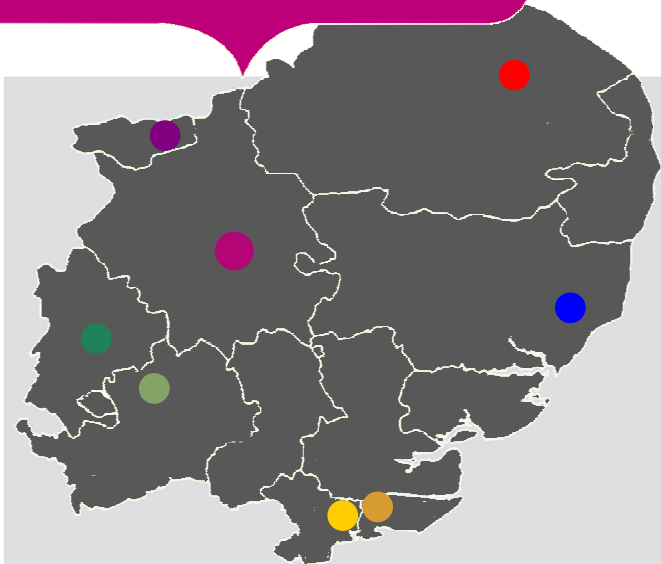
Health Education England

East of England



Health Education England East of England

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



The Regional Team at Victoria House

Director of Dental Education

Mr. Alex Baxter BDS, MMedSci, FDS RCPS (Glasg), FDS (Rst Dent), RCPS
✉ alex.baxter@nhs.net

Regional Advisor Dental Foundation Training

Dr. Peter Cranfield PhD, BDS, DIC, DGDP(UK) PgCertEd
✉ pcranfield@nhs.net

Regional Dental Education Facilitator

Ms. Elizabeth Hope
✉ elizabeth.hope@nhs.net

Regional Foundation Training Administrator TBC

✉ tbc

Dental Foundation Training Schemes and

Training Programme Directors in East of England

■ Basildon

Ms Andrea Ogden

273 Southend Road
Stanford-Le-Hope
Essex
SS17 8HD
☎ 01375 675710

■ Bedford

Dr Peter Cranfield

The Mews, 22 Bancroft,
Hitchin,
Herts.
SG5 1JW
☎ 07956 523148

■ Essex Coast

Ms Hannah Woolnough

Parkview Dental Centre
49 Fonnereau Road
Ipswich
IP1 3JN
☎ 01473 254873

■ Ipswich

Mr. Jason Stokes

10 - 12 Cathedral Street,
Norwich
NR1 1LX
☎ 01603 628 963



Health Education England

East of England

Learning and Education Centre

Bedford Hospital (South Wing), Ampthill Road,
Bedford.
MK42 9DJ

☎ 01234 792267

💻 Alison.Matton@bedfordhospital.nhs.uk



Postgraduate Centre Manager

Mrs. Rosa Lombardi

Dental Administrator

Mrs. Alison Matton



Training Programme Director

Dr Peter Cranfield PhD BDS DIC DGDP(UK) PgCert
The Mews, 22 Bancroft,
Hitchin, SG5 1JW

☎ Practice: 01462 434323

Home: 01462 435332

Mobile: 07956 523148

💻 pcranfield@nhs.net

■ Norwich

Mr. Andy Furniss

57 Southlands,
Swaffham,
Norfolk.
PE37 7PF
☎ 01760 721385

■ Peterborough

Mr. Uday Patel

10 Market Square,
Sandy,
Beds.
SG19 1HU
☎ 01767 681100

■ Stevenage

Mrs. Elinor Japp

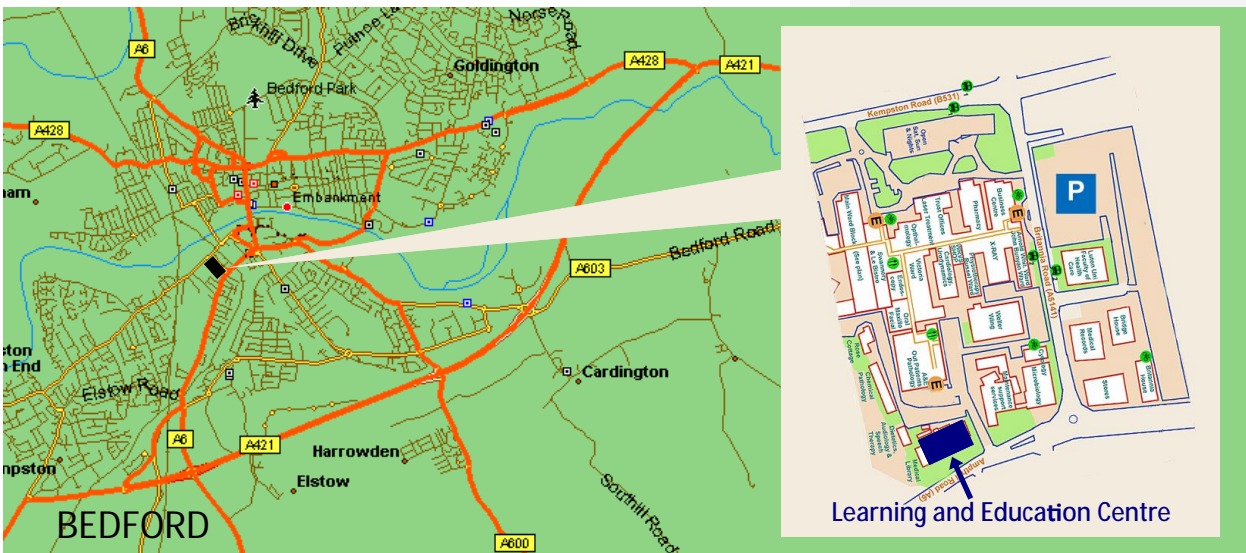
22 London Street,
Godmanchester,
Huntingdon,
Cambs. PE29 2HU
☎ 07730 532739

Learning and Education Centre Bedford Hospital



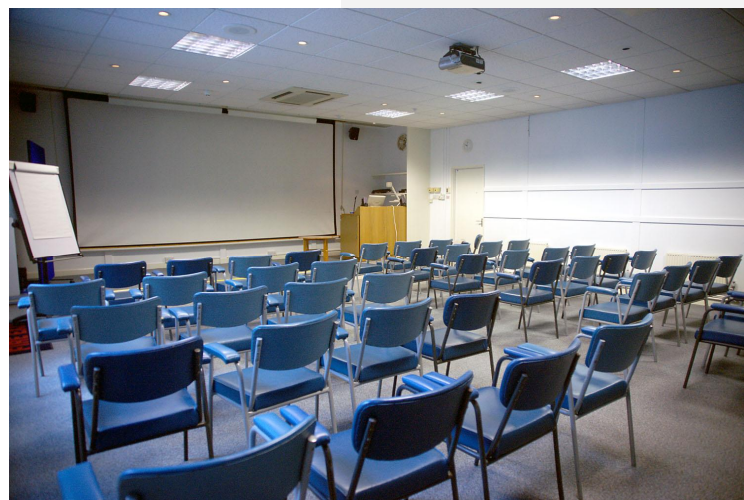
Bedford Hospital Learning and Education Centre is situated just inside the grounds of Bedford Hospital in Amphill Road, Bedford. It is within walking distance of Bedford Midland Road railway station, and is served by local buses.

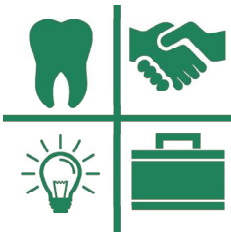
Car parking is available at the hospital, the car park being in Britannia Road on the eastern side of the hospital. The map below shows how to find the hospital and the centre.



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

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





Learning and Education Centre Bedford Hospital



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



The Bevan Resource Centre

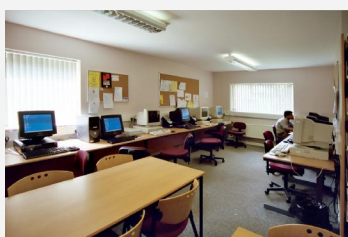


The Library and Information Centre is accommodated in a separate building behind the Learning and Education Centre and is open to use by all FDs on the Bedford Scheme. Beside books and journals, there is a Computer Aided Learning facility. The content of the library is constantly being updated and suggestions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

Training Programme Director.



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



Study Days



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

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

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

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

Important points to remember

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



Problem Solving



A problem shared
is a problem
halved”

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

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

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

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

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

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

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

Dr. Peter J. Cranfield

☎ Practice: 01462 434323 Mobile: 07956 523148 Home: 01462 435332

📧 pcranfield@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/SUBSISTENCE DEVELOPMENT & FOUNDATION TRAINING
Please complete in BLOCK CAPITALS
Particulars of Dentist (please fill in both)

Surname: _____
First Name: _____
Area Team: _____
GDC Number: _____

Practice Address: _____
Post Code: _____
Telephone No: _____
Mobile No: _____
Email Address: _____

Details of course (please fill in a separate form for each course attended)

Title of course: _____
Venue of course: _____
Date of course: _____
Date: _____
Length of course (hours): _____

Signature confirming attendance: _____
(Dental Tutor/Centre Administrator/Dental Administrator/Secretary)

*Delete As Appropriate
19 August 2013





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*)

FPBA
NHS General Dental Practitioners Only

EXPENSES FOR CONTINUING PROFESSIONAL FOUNDATION TRAINING COURSES CLAIM FORM

Please complete this form throughout and send it to your *NHS England/Area Team/HEE/LETB (delete as appropriate)

Home and practice address: _____

Dr Mr Mrs Ms Other

Dentist's Performer No. _____

Home Address: _____

Post Code: _____

Telephone No: _____

Mobile No: _____

Health Education East of England

NHS

BEDFORD MEDICAL INSTITUTE,
BEDFORD GENERAL HOSPITAL,
NHS TRUST,
AMPHILL ROAD,
BEDFORD,
MK42 9DJ

Educational Supervisors and Foundation Dentists



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Miss Ropafadzayi Rushwaya
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Mr. Andrew Luck
Mr Adrian Smith

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Miss Kasuni Dias
Peninsula Schools of Medicine and Dentistry

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Mr. Jeremy Norris
Miss Elaine Parsons

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Miss Goonjen Bhavsar
University of Bristol

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Mr. Dipak Patel
Mr. Jayen Patel

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King's College London

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Mr. Manish Patel



Mr. Abhay Shah

Dunstable Dental Practice, 85 High Street North, Dunstable, Beds, LU6 1JJ



Miss Abida Rahimi

King's College London

☎ 01582 664315



Mr. Manish Patel



Mr. Abhay Shah

Watford Dental Practice, 205 St Albans Road, Watford, Herts, WD24 5BH



Miss Rani Shah

King's College London

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Mrs Preeya Sakerchand

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Miss Milly Mehta

University of Leeds

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Mrs Preeya Sakerchand

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Miss Shreena Patel

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Mr. Samir Shah



Mr. Rohan Devalia

Poynters Road Dental Practice, 263 Poynters Road, Dunstable, Beds. LU5 4SJ



Miss Radhika Varsani

King's College London

☎ 01582 663822

Calendar 2016 - 2017



2016

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

Study Day at Bedford Learning and Education Centre.

Tuesday 6th September

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

**Thursday 8th September (6.00pm) to
Saturday 10th September (2.00pm)**

Residential Course for FDs at Stevenage Novotel. Educational Supervisors to be present from 9.30am on Friday 13th September until evening.

Friday 30th September

Study Day with FDs' own dental nurses at Bedford.

Friday 28th October

No Study Day - FDs work in practice.

Monday 7th to Friday 11th November

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

Friday 2nd December **Last Day of Autumn Term**

ESs present at Bedford from 1.30pm.

2017

3rd to 26th January

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

Friday 27th January **First Day of Spring Term**

Friday 17th March **Last day of Spring Term**

ESs at Bedford Medical Institute. from 1.30pm.

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

Thursday 11th to Friday 12th May

Residential Course, Wyboston Lakes.

Thursday 25th to Saturday 27th May

British Dental Association Conference, Manchester

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

ESs present all day from 10.00am.