Essex Coast

Foundation Training Scheme
for
General Dental Practice

Scheme Handbook
2015 — 2016

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

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

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

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

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

Regional Advisor in General Dental Practice
Dr Peter Cranfield PhD, BDS, DIC, DGDP(UK)

Regional Dental Team Leader
Miss Elizabeth Hope

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Mr Matthew Ansell

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Essex Coast Foundation Training Scheme
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Miss Hannah Woolnough  BDS (HONS) Wales PGCDE Beds

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☎ Mobile: 07876 224137

✉ Hannah.woolnough@nhs.net
The Education Centre is situated on the Basildon University Hospital site approximately one mile north of the A13 Basildon exit. The Hospital is well signposted. Car parking is available at £3.00 for up to 8 hours and then £6.00 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 Simulation Suite is located on the Doctors campus that is just after the Dermatology Unit and to the right of the Education Centre.

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. The Education suite is on level D, exit the lift and turn to you right, follow the corridor to the last opening on the right - this is the Education suite.
The Education Centre is where most of our day release courses will take place. It has a considerable range of facilities including 2 IT training rooms, fully equipped seminar rooms and lecture theatres.

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

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

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

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

Dental Room, Simulation Centre
Trainers are encouraged to attend and help whenever feasible.

The Cardiothoracic Centre, which is located at the rear of the hospital site, has an Education Suite on level D. There are 3 large Training rooms, one which can be used for Video conferencing and 2 small meeting rooms, one of which can also be used for video conferencing meetings.
Dental Foundation Training means a relevant period of employment during which a dental practitioner is employed under a contract of service by an approved trainer to provide a wide range of dental care and treatment and to attend such study days as that contract provides, with the aims and objectives of enhancing clinical and administrative competence and promoting high standards through relevant postgraduate training and in particular to—

a. enable the dental practitioner to practise and improve the dental practitioner’s skills;

b. introduce the dental practitioner to all aspects of dental practice in primary care;

c. identify the dental practitioner’s personal strengths and weaknesses and balance them through a planned programme of training;

d. promote oral health of, and quality dental care for, patients;

e. develop and implement peer and self review, and promote awareness of the need for professional education, training and audit as a continuing process; and

f. enable the dental practitioner to—

i. make competent and confident professional decisions including decisions for referrals to other services,

ii. demonstrate that the dental practitioner is working within the guidelines regarding the ethics and confidentiality of dental practice,

iii. implement regulations and guidelines for the delivery of safe practice,

iv. know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice, and

v. demonstrate that the dental practitioner has acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team.
A Brief History of Foundation Training

The first pilot Scheme of Vocational Training for general dental practice was established in the South East Thames Region at Guildford in 1977. Since January 1988 voluntary Schemes were organised on a national basis with the aim that Vocational Training would soon be available for every graduate entering general dental practice. A central Committee for Vocational Training (CVT) took responsibility for setting the guidelines and organisation of Vocational Training. From October 1993 Vocational Training became mandatory for dentists wishing to be included on a Health Authority dental list.

After the demise of the CVT in April 2003 and then the Dental Vocational Training Authority (DVTA) in April 2006, responsibility for overseeing Vocational Training passed to the Conference of Postgraduate Dental Deans (COPDEND). They provided advice to the Chief Dental Officer who set the regulatory framework for Dental Vocational Training, soon to be come Dental Foundation Training.

April 2013 saw the creation of Health Education England (HEE) and the regulation of Dental Foundation Training falls within their remit. Health Education East of England is one of the Local Education and Training Boards working under the umbrella of HEE.

NHS England now oversees NHS dental practice and in 2013 the NHS Performers List Regulations (England) were changed so that Dental Vocational Training was renamed as Dental Foundation Training, and the second Foundation year became Dental Core Training.
The Dental Foundation Training (DFT) curriculum was first published in 2006 by COPDEND, describing the knowledge, skills, attitudes and behaviours required of practitioners completing a two-year period of postgraduate training. Recent changes both within dental practice and the training landscape in terms of clinical focus, patient care, structure and duration have prompted the need to review the curriculum.

DFT is a 1-year period of training which combines experiential learning within General Dental Practice, with a minimum of 30 study days targeting relevant areas organised by Health Education England Local Education and Training Boards (LETB) and deaneries. In addition to the experience gained directly through treating patients in practice, experiential learning occurs as a result of the support from a Dental Foundation Trainer which includes clinical supervision, mentoring, tutorials, workplace-based assessments (formal and informal) and high quality feedback.

Where areas of practice may be encountered infrequently within general practice, or are key to patient safety, these may be highlighted to trainers so they can ensure foundation dentists receive adequate scope of experience and support.

The DFT syllabus also includes a study day programme, to supplement experiential learning in practice via regular small group teaching sessions and peer discussion. Study days focus on a range of important areas; in addition to ‘core’ areas identified by deaneries, the individual learning needs of the Foundation Dentist (identified by the trainer, self-reflection or assessment) can be met through self-directed study.

Competency Framework
The expected learning outcomes for DFT are described within a competency framework. The competencies within the framework describe the areas which all foundation dentists are expected to have had experience of, and be competent in, upon completion of DFT.

The competencies within the framework are organised within domains and major competency areas, for ease of reference. However, it is important to recognise that DFT is a period of postgraduate training involving the treatment of patients within the general practice workplace. As such, within each single patient encounter (e.g. patient examination, or the provision of treatment) the foundation dentist will experience and demonstrate several of these individual competency statements within the framework, across multiple domains. Whilst it is necessary to describe specific competencies separately in this document in order to make clear the details of the knowledge, skills and behaviours required, the competency framework does not represent a prescribed list of areas to be assessed separately, i.e. a ‘tick box’ approach. The focus of assessment is rather in the context of the delivery of holistic patient care.

Assessment
The assessment of foundation dentists’ competence needs to take place using a robust process that is valid, reliable and feasible within the context of DFT. The assessment process needs to support foundation dentists throughout their training in order to identify their strengths and areas needing improvement, whilst being sufficiently
Curriculum and Assessment

robust to identify (upon completion of DFT) those who cannot demonstrate the standards of competence required for independent practice, thus protecting patients.

It is neither feasible nor appropriate to assess every competency within the framework separately, adopting a ‘tick box’ approach. As indicated above, whilst competencies need to be written down separately in order to convey the detail expected, foundation dentists are demonstrating several of these areas at the same time during a single patient encounter. In order to be valid, the assessment of DFT will be at the level of ‘whole’ performance, rather than attempting to dissect practice into separate parts that would not reflect authentic care in a primary care setting.

The main assessment tools used are

- A Dental Evaluation of Performance Tool (ADEPT)
- Case-based Discussion (CbD)
- Multi Sourced Feedback
- Patient Satisfaction Questionnaire
- Foundation Skills Portfolio
- Clinical Audit
- Clinical Case Presentation

Completion

For the 2015-16 Foundation Training Year a process of satisfactory completion is being piloted. It is a Review of Competence Progression (RCP) model based on the Annual Review of Competence Progression (ARCP) process used throughout Dental and Medical Specialty Training. The main components are:

- Early Stage Review by 6-8 weeks
- Interim RCP at 6 months
- Final RCP at 10 months with defined outcomes
- Panel structure to support both Interim and Final Reviews with increasing externality
- Appeals process

Progress and development and assessments throughout the year will be recorded in an Electronic Professional Development Portfolio (E-PDP) which has to be maintained regularly throughout the year.
Learning in general dental practice

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

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

Satisfactory completion of Foundation Training is dependant not only upon the assessment process, but also upon working in your Training Practice for 12 months; maintaining and keeping up-to-date your Professional Development Portfolio; attending the Day Release Course for 30 days; and completing the case-study and project work during the year.

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

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

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

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

The Contract lasts a minimum of one year and, during this time, the FD will receive a salary at the current rate. In exceptional cases it may be extended to allow for certification. The salary is superannuable under the NHS Superannuation Scheme, with contributions at 9.3% deducted by the NHS Business Services Authority (BSA) at source. The Trainer is responsible for the employer’s National Insurance contributions and for deducting the FD’s NI contributions and PAYE tax. All practitioners must indemnify themselves against professional risks with one of the three recognised defence organisations.

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

As it is the NHS’s Foundation Training Scheme, it is expected that the FD will carry out a full range of NHS treatment. If any private work is undertaken, the fees will accrue to the Trainer, who, as employer, is responsible for the FD’s acts and omissions. The patient should be given a clear explanation of the nature of contract under which they are being treated. The FD shall comply with the NHS Terms of Service, although as the FD is not on a dental list he/she cannot answer NHS disciplinary hearings; it is the Trainer who would appear under such circumstances.

As an assistant, the FD signs FP17s ‘pp’ the Trainer. However, the FD’s performer number will allow identification of the FD’s work for statistical purposes.

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

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

Your Day Release Course is for 30 days during the Foundation Training year and is planned to help you in many areas, including the intricacies of the National Health Service and the more advanced clinical and treatment planning skills required for successful practice.

Most of the courses are based at the Basildon Hospital 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 he will 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 Day Release Courses is compulsory. Your completion certificate will depend on it.

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

Important points to remember

1. If you are ill, please telephone the Training Programme Director - this can be the only reason for not attending. Please organise holidays, interviews and other personal arrangements outside term times.

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

3. The start time for each day is indicated in the programme. It is worth remembering that this is the time at which the first session will begin and that you will be expected to be present before the start time. Late arrival at a session may well mean that you are recorded as being ‘not present’ for the session.

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

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

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

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

Sometimes the speaker at the Day Release Course will be the expert able to answer the difficult question. You are recommended to bring along to the study days clinical problems that may need to be shared.

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

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

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

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

Miss Hannah Woolnough BDS(HONS) Wales.PGCDE Beds
Parkview Dental Centre, 49 Fonneraou Road, Ipswich, Suffolk IP1 3JN

☎ Mobile: 07876 224137 text is preferred
Email: hannah.woolnough@nhs.net
Using Social Media

Key points:

- Social media can blur the boundary between an individual’s public and professional lives
- Dentists should have conservative privacy settings - be aware that not all information can be protected on the web
- The ethical and legal duty to protect patient confidentiality applies equally on the internet as to other media
- It would be inappropriate to post informal, personal or derogatory comments about patients or colleagues
- Dentists should not accept ‘friend’ requests from current or former patients
- Defamation law can apply to any comments posted on the web made in either a personal or professional capacity

Dentists should be conscious of their online image and how it may impact on their professional standing! The General Dental Council gives the following guidance:

‘Social networking sites and other social media can be an effective and entertaining way of communicating.’

4.2.3 of Standards for the Dental Team states:

‘You must not post any information or comments about patients on social networking or blogging sites. If you use professional social media to discuss anonymised cases for the purpose of discussing best practice you must be careful that the patient or patients cannot be identified.’

Social media covers a number of internet based tools which allow people to create and exchange content. It includes blogs, internet forums, content communities and social networking sites such as Twitter, YouTube, Flickr, Facebook, LinkedIn, GDPUK, Instagram and Pinterest.

When using social media, you must:

a. Maintain and protect patients’ information by not publishing any information which could identify them on social media without their explicit consent.

b. Maintain appropriate boundaries in the relationships you have with patients.

c. Comply with any internet and social media policy set out by your employer.
As a registrant you have a responsibility to behave professionally and responsibly both online and offline. Your online image can impact on your professional life and you should not post any information, including photographs and videos, which could bring the profession into disrepute.

It is important to remember that anything you post on social media is in the public domain and can be easily copied and redistributed without your knowledge. You should presume that everything that you share online will be there permanently. You should think carefully before accepting friend requests from patients. You should regularly review your privacy settings to ensure that information is not accessed by unintended audiences. However, you should remember that even the strictest privacy settings do not guarantee that your information will be kept secure and any information that you post could be viewed by anyone including your patients, colleagues or employer. You should remember that even if you do not identify yourself as a dental professional, you could still put your registration at risk if you display inappropriate behaviour whilst using social media. You should not have discussions with your patients about their dental care and treatments on social media.

While online discussions about anonymised patients and best practice can have an educational and professional benefit you should remember that posting information under another username does not guarantee your confidentiality. You should consider how your comments reflect on you as well as how they could impact on the public’s trust in the profession. If you believe patients are being put at risk by a colleague’s conduct, behaviour or decision-making, or by your working environment you should seek advice from your employer, defence organisation, professional association or Public Concern at Work. Principle 8 in Standards for the Dental Team has further guidance on raising concerns. Social media should only be used to raise concerns as a last resort. You must not use social media as a mechanism to raise concerns about the possible abuse of children or vulnerable adults. These concerns must be referred to the appropriate authority such as your local Social Services Department.

You may find it helpful to contact your professional association or indemnifier for further guidance on the responsible use of social media.
Professional Development Portfolio

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

Assessment

Throughout the Foundation Training year, monthly assessments are carried out in practice. These are mainly of two types, A Dental Evaluation of Performance (AD-EP) and a Case based Discussion (CbD). However, after the first month there are two Direct Observations of Procedural Skills (DOPS). There is also a patient satisfaction questionnaire and multi-source feedback is included in the process. All of the assessments are recorded in the E-PDP and an overall monitoring section is present which provides guidance to learning needs and educational planning.

Case presentations / Project work

Your Training Programme Director will explain the requirements to be fulfilled during the Foundation Training year. Some of the project work will be based on the Foundation Skills Portfolio; other work will be for presentation to the group. Much of it is planned to equip you with many of the requirements of the MJDF examination, which you may wish to sit after your Foundation Training year. It is important that projects are completed satisfactorily otherwise full value will not be gained from the Foundation Training year.

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

You will be advised beforehand that the Training Programme Director will be spending some time in the surgery whilst patients are treated. Hopefully an ‘open door’ approach to training will already have been cultivated in the practice and so this will not be such an intimidating proposition. The focus of attention during the visit should be more on communication skills than clinical factors. During the visit, the Training Programme Director will carry out one of your routine AD-EP assessments and will use the visit to appraise your progress and learning in an informal and non-threatening manner.
Case Presentations

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

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

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

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

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

5. Have study models available if possible.

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

7. Take care with your method of presenting the information. It is easy to photocopy on to acetate sheets for an overhead slide, but can other people read your handwriting? If you are presenting formally make sure that your mode of presentation shows the case to its best advantage.

8. Listen to what others say and ask. It may be helpful to write down comments from others in the group.

9. Don’t be afraid to ask for comments from others in the group. It is an excellent way of learning.

To make your presentation suitable for the MJDF examination, you will need to:

- Produce a typed report of no more than 2000 words with double spacing.
- Ensure patient confidentiality.
- In your typed narrative, use the following sections: History—Examination—Investigations—Treatment plan—Evidence which supports your decisions (e.g. radiographs)—Treatment undertaken—Prognosis
- The report should include: Copies of clinical notes—Up to six photographs—Copies of radiographs—Relevant correspondence (e.g. letters to specialist colleagues)—Evidence of consent—Certificate of authentication—Findings from special investigations—Evidence-based discussion—Reference sources relating to the treatment
Finance Facts 2015

From 1st April 2015 until 31st August 2015

Trainee’s Salary is £2,536.11 per month (£30,433.32 per annum)
Trainer Grant is £753.00 per month (£9036.00 per annum)
Service Cost is £5347.02 per month (£64,164.00 per annum)

FD’s Salary (per month) Figures in blue are estimated—please check schedule and NI tables
Gross pay £2,536.11
Superannuation at 9.3% £235.86
Net pay (for income tax) £2,300.25
National Insurance: Contracted out Table D. £195.88
(calculated on gross pay)

Trainer’s Payment from NHSBSA (per month)
Training Grant £761.00
Trainee’s Salary £2,536.11
Less Employee’s Superannuation Contribution -£235.86
Employer’s NI Contribution £188.50
Service Costs (less patient charges) £5,347.02
Total £8,596.77

Code number for “Contracted-Out Health Service Workers” (ECON) is: E3900000M
NHS SCHEME Contracted-Out Number (SCON) is: S2730000B
To make a claim for refund of travel and subsistence expenses, you must use FP84 T&S Forms which are available from your Training Programme Director. They should be sent to your Area Team Dental Finance department and a photocopy should be retained by you, the dentist.

For each travel/subsistence claim Sections 1 and 3 should always be completed.

The rates payable are set by the Department of Health and changes are notified to dentists as they occur. There is a copy of the current rates in this handbook. You may claim:

<table>
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<tr>
<th>Expenses</th>
<th>Details</th>
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<tr>
<td>Travelling Expenses</td>
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<tr>
<td>Mileage Allowance</td>
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<td>Night Subsistence</td>
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<td>Day Subsistence</td>
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<td>Lunch Allowance</td>
<td>Lunch Allowance for absences of over 5 to 10 hours</td>
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<td>including the lunch period of 12.00 to 14.00 hrs. You</td>
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<td>must keep a receipt.</td>
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<tr>
<td>Evening Meal Allowance</td>
<td>Evening Meal Allowance for absences of over 10 hours</td>
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<td>including an evening meal and returning after 19.00 hrs.</td>
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<td>You must keep a receipt.</td>
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When your claim form is complete it must be signed by your Dental 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 Area Team Dental Finance department.
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  (receipt required)

For absence of over 10 hours

(including supper, return after 19.00):

£15.00  (receipt required)

Mileage Allowances

For each mile:

24.0 pence per mile

Passenger allowance  (per passenger attending same course):

2.0 pence per mile

Public Transport

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

**COPDenD**
C/o Regional Postgraduate Dental Education Office,
Don Valley House, Saville Street East,
Sheffield.
S4 7UQ
☎ 0114 226 4446 Web-site: www.copdend.org.uk

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

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

**NHS Dental Services**
Compton Place Road,
Eastbourne, East Sussex.
BN20 8AD
☎ 0845 126 8000.
✉ helpdesk@dpb.nhs.uk Web-site: www.nhsbsa.nhs.uk/dental

**Dental Protection Limited**
Granary Wharf House,
Leeds.
LS11 5PY
☎ 0171 3236555 Web-site: www.dentalprotection.org

**Dental Defence Union**
3 Devonshire Place,
London.
WIN 2EA
☎ 0171 4866181 Web-site: www.the-ddu.com/dentist/index.asp
Useful addresses

**Medical and Dental Defence Union of Scotland**
Mackintosh House,
120 Blythswood Street,
Glasgow,
G2 4EH
☎ 0141 2215858 Web-site: www.mddus.com

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

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

**Faculty of General Dental Practice**
Royal College of Surgeons of England,
35-43 Lincoln’s Inn Fields,
London.
WC2A 3PN
☎ 020 7312 6671 Web-site: www.rcseng.ac.uk/dental/fgdp/

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

**Practitioner Services Unit for Bedfordshire and Hertfordshire PCTs**
Charter House, Parkway,
Welwyn Garden City. AL8 6JL
☎ 01707 390855
Trainers and Trainees

Trainers

Mr Saifudin Najefi
Homesteads Dental Care Centre, 273 Southend Road, Stanford-le-hope, Essex SS17 8HD
Tel: 01375 675710

Mr Arif Jiwa
60A High Road, Broxbourne, Herts EN10 7NF
Tel: 01992 464073

Mr Mohammed Chohan and Mr Jinesh Jagdish Vaghela
Cobbins Brook Dental Practice, 28 Honey Lane, Waltham Abbey, Essex EN9 3BY
Tel: 01992 711199

Mr Brad Hawkins
Homewood Dental Practice, 21 Shenfield Road, Brentwood, Essex CM15 8AG
Tel: 01277 23033

Trainees

Hassan Abbas

Anam Raza

Zaeem Ahmed Jafri
Trainers and Trainees

Trainers

Mr David Ransom and Miss Marianne Allen
Ransom & Allen, 87 Rectory Road, Chelmsford, Essex CM1 1RF
Tel: 01245 251198

Mr Robert Davey
Homewood Dental Practice, 21 Shenfield Road, Brentwood, Essex CM15 8AG
Tel: 01277 220147

Dr Arnie Dickin
Homewood Dental Practice, 21 Shenfield Road, Brentwood, Essex CM15 8AG
Tel: 01277 220147

Mr Sean Chiang
Broadway Dental Practice, 80 The Broadway, Loughton Essex IG10 3ST
Tel: 020 8508 4433

Trainees

Maryam Sabbaghi
Ransom & Allen, 87 Rectory Road, Chelmsford, Essex CM1 1RF
Tel: 01245 251198

Francis Clough
Homewood Dental Practice, 21 Shenfield Road, Brentwood, Essex CM15 8AG
Tel: 01277 230333

Nikita Patel
Homewood Dental Practice, 21 Shenfield Road, Brentwood, Essex CM15 8AG
Tel: 01277 220147

Arreni Somasegaran
Broadway Dental Practice, 80 The Broadway, Loughton Essex IG10 3ST
Tel: 020 8508 4433
Trainners and Trainees

**Trainers**

Dr Urvi Shah

Hoddesdon Dental Surgery, 44 High Street, Hoddesdon, Hertfordshire EN11 8DA

Tel: 01992 462043

Mrs Johanna Whelan

Greenleaves Dental Practice, 17 High Street, Stanstead Abbotts SG12 8AA

Tel: 01920 877745

Mr Mahendran Rajeevan

Addison Dental Practice, Chadwick House, Hamstel Road, Harlow, Essex CM20 1DP

Tel: 01279 425640

Dr Neil Kotecha

Cassio Road Dental Practice, 102 Cassio Road, Watford, Herts WD18 0QL

Tel: 01923 231803

**Trainees**

Ben Marion

Dan Neil Lee

Francesca Laxton

Kavi Ravaliya
Calendar September - December 2015

2015

SEPTEMBER

Wednesday 2nd Sept  First Day of Autumn Term
Friday 4th Sept

Thur/Fri 10th/11th Sept
TRAINERS MEETING 11TH 10am

Friday 18th September

Thursday 24th September

Introductions & Welcome, e-PDP, Basildon
Hands on Refresher/Treatment Planning,
Simulation suite, Basildon
Residential Induction  st Orsett Hall, Grays

Record Keeping/GDC Social Media,
Basildon
Endodontics, Simulation suite, Basildon

OCTOBER

PLEASE NOTE THERE ARE TWO TRAINING DAYS DURING THIS WEEK SEE BELOW

Friday 9th October
Managing the developing dentition/Facial
Pain & Local Anaesthetics, Basildon

Friday 16th October
Radiography/Orthodontics, Basildon

Friday 23rd October
Endodontics, Simulation suite, Basildon

Friday 30th October
Facial Pain & Local Anaesthetics/Hints &
Tips, Basildon

NOVEMBER

Monday-Friday 2nd-6th November
Difficult Scenarios communication,
Newmarket

Friday 13th November
Team working in the Dental Surgery/
Managing Anxious Patients, Basildon

Friday 20th November
Dental Defence Union, Simulation suite

Friday 27th November
Cross Infection Control, Basildon

DECEMBER

Thursday 3rd December
Key Skills with Trainers/Core Training
Presentation, Basildon

TRAINERS MEETING AT 9am in B1
Trainers to attend whole day