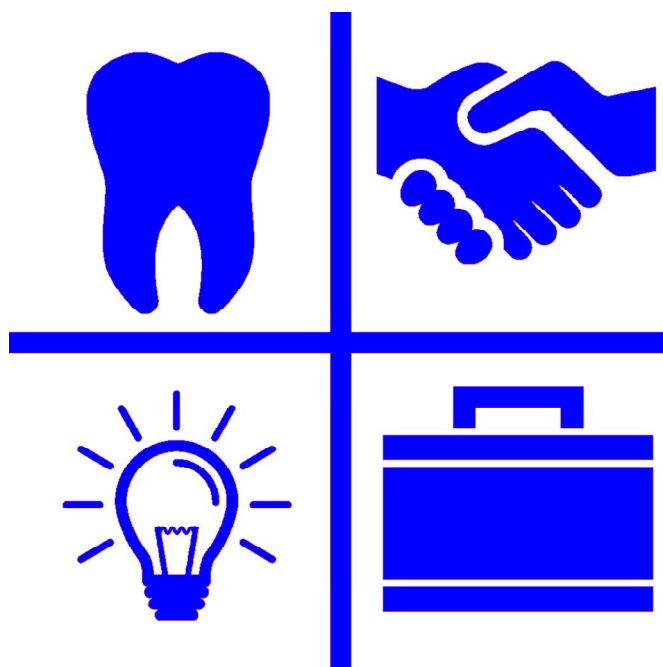


Ipswich Dental Foundation Training Scheme

Autumn Term Programme 2016 - 2017



Developing people
for health and
healthcare

www.hee.nhs.uk

Ipswich Postgraduate Medical and
Dental Education Centre



Ipswich Dental Foundation Training Scheme

Postgraduate Medical and Dental Education Centre

Ipswich Hospital NHS Trust, Heath Road,
Ipswich. IP4 5PD

☎ 01473 702561 📠 01473 702503

Director of Postgraduate Dentistry	Mr. Alex Baxter BDS MMedSci FDSRCPS (Glasg), FDS (Rst Dent), RCPS
Postgraduate Dental Tutor	Mr. Jason Stokes BDS (Hons), MFGDP(UK)
Postgraduate Centre Manager	Mrs. Mary Burgess
Dental Administrator	Mrs Alison Foreman
Regional Advisor Dental Foundation Training	Dr. Peter Cranfield PhD, BDS, DIC, DGDP(UK) PgCert
Regional Dental Education Facilitator	Ms. Liz Hope
Regional Dental Administrator	TBC
Training Programme Director Ipswich Scheme	Mr Jason Stokes BDS (Hons), MFGDP(UK) The Cathedral Street Dental Practice, 10-12 Cathedral Street, Norwich. NR1 1LX ☎ Practice: 01603 628963 Mobile: 07703 582210 📧 jasonstokes@nhs.net

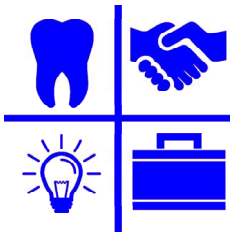
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Health Education England—East of England
2-4 Victoria House, Capital Park,
Fulbourn, Cambridge. CB21 5XB
☎ 01223 597768

Autumn Term

Venues and Subjects



Friday 2nd September	Introductions and Welcome	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Tuesday 6th September	Skills Room Day	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Thursday 8th September	Professional Protection Financial Advice	<i>Ufford Park Hotel</i>
Friday 9th September	Clinical Audit & Communication Treatment Planning	<i>Ufford Park Hotel</i>
Friday 16th September	NHS Rules & Regulations	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 23rd September	Oral Surgery (Hands-on session)	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 30th September	Endodontics (Hands-on session) Medical Emergencies & Resuscitation (Hands-on session)	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 7th October	Cross Infection Control Prescribing	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 14th October	Crowns & Indirect Restorations (Hands-on session)	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>



Autumn Term

Venues and Subjects

Friday 21st October	Early Stage Review FD Interviews <i>(Interview time to be confirmed)</i> <i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 28th October	Record Keeping Periodontology <i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 4th November	Safeguarding Vulnerable Adults Mental Capacity Act <i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Monday 7th until Friday 11th November	Communication Skills with Cascade <i>(each FD will attend one day of this week)</i> <i>British School of Racing, Newmarket</i>
Friday 18th November	Health & Safety <i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 25th November	Anxious Patients Prevention in Practice <i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 2nd December	Foundation Skills Assessment Case Based Discussions <i>Ipswich Hospital Postgraduate Medical Education Centre</i>

During each day some time will be set aside for problem solving and discussion.

Important Dates and Deadlines

Audit Project Completion and Presentation	Friday 17th March 2017
Foundation Skills Project (Part 1 & Part 2)	4th December 2016 & 17th March 2017
Case Presentation	Friday 7th July 2017

Friday 2nd September

Ipswich PGME



Morning Session

CPD = 3 Hrs

09.30 Introductions and Welcome

Jason Stokes Ipswich DFT TPD

A welcome to the members of the Course 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.

Objectives

This session will give all group members a chance to interact and get to know one another.

Learning Outcomes

At the end of the session we should all recognise the members of the group and their interests. We should also be able to characterise their Practice and Trainer.

DFT Competency Framework elements covered: Communication Domain. Section 14



In this section of the day 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. The various projects and presentations that will need to be completed during the year will be covered.

Objectives

This session will illustrate the rules and obligations for all stakeholders involved with DFT.

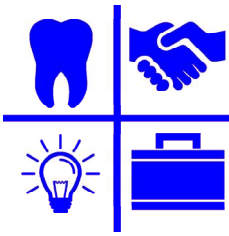
Learning Outcomes

At the end of the session we should be able to define our responsibilities to the Dental Foundation scheme and the necessary tasks that will need to be completed to allow for a successful end to the Dental Foundation Training (DFT) Year.

**DFT Competency Framework elements covered: Management & Leadership Domain.
Section 19**

12.30

Lunch



Friday 2nd September

Ipswich PGME

Afternoon Session

CPD = 3 Hrs

13.30 The Portfolio, Reflection & Project Work

Jason Stokes

Ipswich DFT TPD



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 GDC, NHS and Care Quality Commissions (CQC) standards; 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 Dental Foundation Training (DFT) year.

It is important that projects are completed satisfactorily otherwise full value will not be gained from the DFT year and your Foundation Training Certificate of Completion may not be issued.

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.

Objectives

- *This session will provide the FDs with a more in-depth appreciation of the learning tools and projects available to them.*
- *The DFT Portfolio is an electronic personal development plan, which helps you in assessing how you can meet your professional and career goals. This site has been created to support the development process by providing tools to allow you to see where you are now and what you have to do to get to where you want to go.*
- *The project work for the year will help to reinforce your professional development.*

Learning Outcomes

At the end of the session delegates should all be able to:

- *Define their responsibilities to the DFT scheme and the necessary tasks that will need to be satisfactorily completed to allow for a successful end to the DFT Year.*
- *Be able to effectively reflect upon their performance and experiences.*
- *Be able to plan their learning to enable the completion of the Project Work necessary for FD completion.*

DFT Competency Framework elements covered: Management & Leadership Domain. Section 19

Friday 2nd September

Ipswich PGME



Morning & Afternoon Sessions

CPD = 6 Hrs

09.30 Clinical Skills Refresher Session

This is a Joint
Foundation
Dentist &
Educational
Supervisor

On a day to day basis we perform irreversible hard tissue surgery on our patients teeth. This session will help us develop these vital practical skills.

Objectives:

This session will enable the Foundation Dentists to practice their restorative skills in a supportive and risk free environment.

Each FD & Trainer team will work together at one of the phantom head stations. There will be a list of restorative tasks that each FD will perform on the manikins plastic teeth. The trainer will act as nurse & observer.



The trainer will provide constructive feedback—that can be subsequently entered into the FD's PDP section of the ePDP to guide their early stage development.

Learning Outcomes

Following this session:

- *Trainers will have a greater appreciation of their FDs skills base.*
- *FDs will have had the opportunity to practice some less common restorative techniques*
- *FDs and Trainers will be able to personalise the learning experience to tackle any weaknesses identified during the session.*



DFT Competency Framework elements covered: Clinical Domain 10, Communication 13

This session will take place in the Ipswich Hospital Clinical Skills Room



8th & 9th September

Ufford Park Hotel—Woodbridge

Ipswich DFT Scheme Residential

Ufford Park Hotel

Yarmouth Road, Woodbridge, Suffolk IP12 1QW

Tel: 01394 383555



Our Residential Induction Course is being held at the Ufford Park Hotel. The hotel is easy to find—take the A12 Northwards, then take the A1152 to Melton. In Melton turn left at the traffic lights—Ufford Park is on the right hand side less than 1 mile from Melton. Alternatively, take the A12 southwards—follow the slip road signed “Ufford & Melton” off the A12. Take the first right turn, then right again. Ufford Park is approximately 1/4 mile on the left hand side.

We start the course at 9.15 am on Thursday and we shall finish at 4.00 pm on Friday. Everyone has an individual room reserved for them and all meals will be provided.

You will need to pay for your hotel beforehand and a receipt will be given to you so that you may claim the monies back on your FP84 T&S form.



The Trainers will be joining us on Thursday evening and will be staying for dinner and overnight.



Hopefully, after dinner there will be a chance for the FDs and Trainers to get to know each other better.

Distance to venue (from Ipswich) miles = 11

Time to Venue (by car—clear run) = 40 minutes

Thursday 8th September

Ufford Park Hotel—Woodbridge



Morning & Afternoon Sessions

CPD = 7 Hrs

09.30

Professional Protection & Financial Advice

Bryan Harvey
Deputy Head of the DDU

Objectives

This session will incorporate presentations from Bryan Harvey of the DDU—The Dental Defence Union, covering a variety of topics related to record keeping, medico legal issues etc that have been shown to be of particular relevance to new graduates. Bryan will seek to highlight the professional pitfalls that can lie in wait for unwary FDs.



Learning Outcomes

Following this session delegates will be able to:

- Describe the current medico-legal environment—and how this impinges on our professional lives.
- Identify risks that may result in medico-legal problems.
- Design strategies to avoid medico-legal pitfalls.

Richard Keeler
Lovewell Blake Accountants

Objectives

The objective of this session is to focus delegates on the financial implications of becoming a qualified dental professional and the responsibilities this brings with it. The objective is to try and give delegates a good insight into the UK tax system and how it will directly effect them. Richard will also give some tips on tax savings ideas.



Learning outcomes

- This session will give the participants advice on dealing with the Inland Revenue, reducing your tax bill, planning pensions and investing for the future.

DFT Competency Framework elements covered: Professionalism 15, 16, 17, 18. Management & Leadership 19, 20, 21

There will be
a Trainers
Meeting at
6.30pm

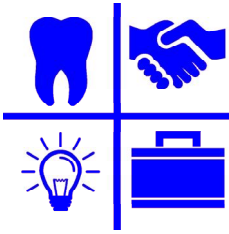
There will be an FD Meeting at 6.30pm. Previous Ipswich FD Alexander Kirkwood

will chair the meeting and help illustrate the best way

to negotiate the opportunities and demands of the DFT year.



7.30pm Dinner
The trainers will join us
for an informal dinner
enabling us all to get to
know each other better.



Friday 9th September

Ufford Park Hotel—Woodbridge

Morning Session

CPD = 3 Hrs

9.30 Clinical Audit & Communication

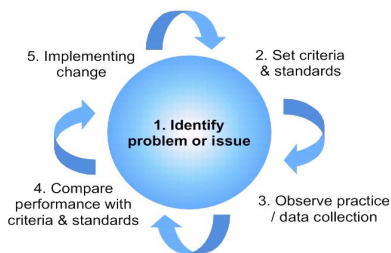
Jason Stokes

Ipswich DFT TPD

Aims :

The session will cover the fundamentals of clinical audit.

This session will also look at communication, and its vital role in Dentist/ Patient harmony and Team working.



Objectives

This session will endeavour to cover—

- The Basic principles of communication
- 10 reasons why communication fails
- Managing miscommunication

Learning Outcomes

By the end of the session the delegates be able to:

- Describe the function and use of clinical audit
- Design and construct an individual clinical audit
- Recognise importance of non-verbal as well as verbal communication
- Describe the importance of listening
- Analyse the causes of communication failure
- Construct strategies to prevent miscommunication



DFT Competency Framework elements covered: Communication 12,13,14



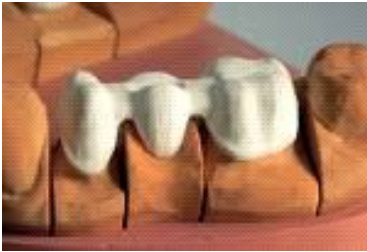


Afternoon Session

CPD = 3 Hrs

1.30 **Treatment Planning & Foundation Skills** **Ipswich DFT Scheme**

The Ipswich Trainers will each have a case they have treated with them for each session. Each FD will spend time with various Trainers (other than their own) exploring the skill of Treatment Planning by exploring the approach the Trainers have adopted with their own cases.



Objectives

For participants to understand the importance of evidence gathering, analysis & logical planning in the treatment of complex clinical dental cases.

Learning Outcomes

Following this session delegates will be able to:



- *Implement effective history taking & examination procedures*
- *Construct an accurate diagnosis*
- *Design an effective treatment plan*
- *Stage treatments appropriately*
- *Monitor treatment plan outcomes*

DFT Competency Framework elements covered: Clinical 1,2

Reminder:

Each Trainer will bring a case that they can use to illustrate Treatment Planning. The case should include all relevant records, radiographs, models & radiographs. There should be sufficient information for each FD to appreciate the complexities of the case.

During this session there will a discussion of the Foundation Skills Project that is required for the end of the Autumn & Spring Terms.



Friday 16th September

Ipswich PGME

Morning & Afternoon Sessions

CPD = 6 Hrs

9.30

NHS Regulations—the Rules of the Game

Tom Norfolk

GDP, DFT Trainer, LPN Chair & Dental Practice Adviser

Tom is eminently placed to discuss the NHS Regulations with the DFT group. He is Chair of the Local Professional Network and Dental Practice Adviser to Health Education England. Tom is also an experienced Practice Owner and DFT Trainer.



In 2006 the Department of Health introduced a new set of regulations governing NHS Dentistry. These regulations are complex and still frequently misunderstood.

Objectives

This session aims to give an overview of the Dental Regulations—the current rules of the game for NHS dentistry, both in Personal Dental Services (PDS) and the General Dental Services (GDS)—and reinforce its importance and responsibilities.



Learning Outcomes

Following this session delegates will be able to:

- Describe the current NHS dental regulations
- Apply the regulations appropriately and effectively
- Recognise the consequences of not dealing with the regulations properly

DFT Competency Framework elements covered: Professionalism 15

Management & Leadership 19, 20, 21, 22

Reminder:

Please bring with you a copy of any NHS Regulations or Guidance that you have been given.



Morning & Afternoon Sessions

CPD = 6 Hrs

9.30 Oral Surgery in General Practice (Hands-on)

John Hare

Specialist Practitioner in Oral Surgery

Today's sessions are designed to improve the practical surgical skills of the FDs. Local Specialist in Oral Surgery — John Hare — will demonstrate some of the surgical techniques practitioners should be comfortable to tackle in General Practice.



Objectives

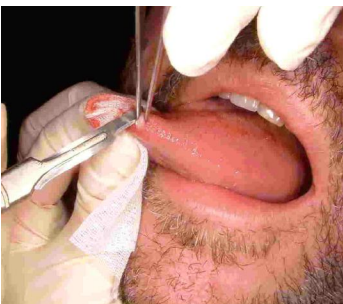
This session will cover:

- *Surgical assessment*
- *Flap design & soft tissue management*
- *Suturing*
- *Bone removal & tooth delivery*

Learning Outcomes

Following this session delegates will be able to:

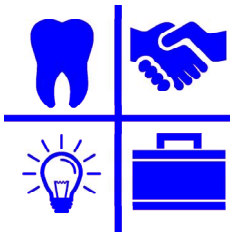
- *Assess common MOS procedures—buried roots, wisdom tooth extraction etc.*
- *Perform the practical skills of flap design, bone removal and suturing.*



DFT Competency Framework elements covered: Clinical 2, 7

Note:

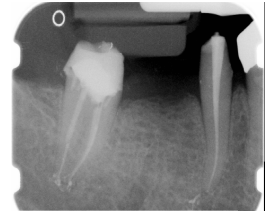
This session will use Pigs heads as an educational tool. Please inform Jason Stokes if this poses any issues.



Morning & Afternoon Sessions

CPD = 6 Hrs

9.30 Endodontics in General Practice (Hands-on)



Nick Barker
GDP, DFT Trainer & LPN Chair

Objectives

This session with enthusiastic local practitioner & trainer Nick Barker will give practical hints and tips from his experience of modern endodontic techniques suitable for general dental practice that will include both hand and rotary instrumentation.

Learning Outcomes

Following this session delegates will be able to:

- Use common-place equipment most efficiently for endodontics in general dental practice.
- Gain practical experience in the use of alternative endodontic systems.

The session will involve use of endodontic techniques on practice blocks and then the transfer of these new skills to actual teeth. Participants are encouraged to bring along some teeth, some with access cavities cut and some without along with a list of instruments/ equipment they have found in their practice and, preferably some examples.

DFT Competency Framework elements covered: Clinical 2, 10

1.30 Medical Emergencies & Resuscitation (Hands-on)

Mark Brown
MBE

Objectives

This session will explore the vital team skills required to assess and support patients suffering acute distress or collapse. This session is designed to support and not replace in-surgery training.

Learning Outcomes

Following this session delegates will be able to:

- Recognise the common medical emergencies that can occur in a Practice setting.
- Apply the most effective treatments and patient maintenance to deal with these emergencies.

NB. This topic may prove extremely useful in the construction of your Key Skills Portfolio.

THINGS TO BRING

Extracted
Teeth with
Access
Cavities Cut



Morning Session

CPD = 3 Hrs

9.30 Cross Infection Control

Nick Lamb
GDP & Dental Practice Adviser



Cross infection control is a vital part of General Dental Practice. Our working environment can prove to be dangerous for our patients and our team. Only an effective and consistent approach to infection control can provide the safety we all desire.

Objectives

This session will reinforce the importance of cross infection control in general dental practice to the surgery team.

This session will review the current knowledge of infectious diseases with special reference to general dental practice and everyday workplace.



Decontamination
Health Technical Memorandum
01-05: Decontamination in
primary care dental practices



Learning Outcomes

Following this session delegates will be able to:

- Recognise possible cross infection scenarios (such as needle-stick injury) and help key surgery workers to consider their actions prior to such a situation occurring.
- Implement the guidance supplied in HTM01-05.
- Analyse their own practices compliance with current Cross Infection Guidance.

NB. This topic may prove extremely useful in your Project Work.

DFT Competency Framework elements covered: Clinical 1, 3, 4, 5, 6, 8



Friday 7th October

Ipswich PGME

Afternoon Session

CPD = 3 Hrs

1.30

Prescribing in Practice

Nick Lamb

GDP & Dental Practice Adviser

THINGS TO BRING

Your copy of the British National Formulary (BNF)

This session will explore the complexities and responsibilities of prescribing drugs in the 21st Century. The rules and regulations around prescribing have never been more stringent...are you compliant?

Nick will use his experiences as a Dental Practice Adviser and his work with The National Institute of Health & Care Excellence (NICE) to give an up to date and insightful look prescribing and the place of Pharmacy in General Dental Practice.

Objectives

This session will give an overview into medications and the use in General Dental Practice. It will discuss the restrictions imposed upon prescribing for dental practitioners—and aim to illustrate the most efficient prescribing practices (and how to avoid pitfalls). The session will also seek to explore contemporary issues such as Antibiotic Resistance and Antibiotic Prophylaxis.

Learning Outcomes

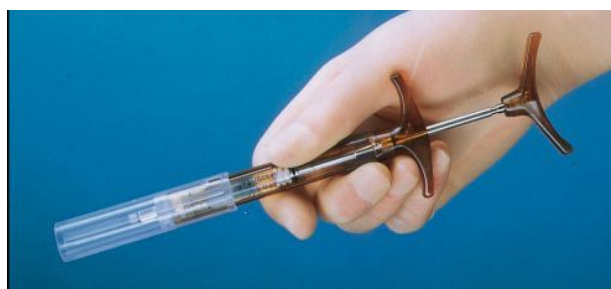
By the end of this session delegates will be able to:

- *Demonstrate a working knowledge of the rules and regulations governing prescribing in General Dental Practice.*
- *Formulate prescribing regimes for pathology encountered in General Dental Practice.*



DFT

20,



Competency Framework elements covered:
Management & Leadership
21



Morning & Afternoon Sessions

CPD = 6 Hrs

9.30

Indirect Restorations in General Dental Practice

Victor Gehani

GDP & Dental Tutor



Victor Gehani: BDS MFDS RCS (Eng), MFGDP (UK), DPDS (Bristol). PG Cert Dental Education, FHEA FICOI

Victor qualified in 2000 and after spending a year at The Eastman Dental Institute, has worked in a General Dental Practice in the UK. He has gained postgraduate qualifications with the Faculty of Dental Surgery Royal College of Surgeons of England (2003), Faculty of General Dental Practice UK (2004) and from Bristol University (Postgraduate Dental Studies 2007).

The aim of this course is to review different types of anterior and posterior extra-coronal restorations including indications, contraindications, materials and techniques

Objectives

1. *Demonstration of designs for different types of extra-coronal restorations*
2. *Prepare an anterior crown using a reduction guide*
3. *Prepare a posterior crown/onlay*
4. *Discuss and prepare a suitable temporary restoration*

Learning Outcomes

Following this session delegates will be able to:

- *Describe designs for a variety of extra-coronal restorations*
- *Perform an anterior and posterior crown preparation*
- *Evaluate the methods for temporizing extra-coronal restorations*

DFT Competency Framework elements covered: Clinical Domain. 1, 2, 10

Teaching Methods: Lecture and Hands On



Early Stage Review (ESR)—one to one interview (FDs and TPD)

Early Stage Review of Dental Foundation Training

Some areas were not identifying FDs with significant development needs till end of first term.

This process was developed to get early identification of trainees with additional educational needs and or additional pastoral support.

At week 6, Educational Supervisors (ES), Foundation Dentists (FDs) and Training Programme Directors (TPDs) are asked to complete a template. These also include sections on areas of notable practice and areas of issues and concerns.

The ESR examines the curriculum domains, highlighting areas of notable practice and areas of concern.

Two “DOPs (Direct Observation of Procedural Skills)” are carried out in the first 4 weeks.

A DOPS is a snapshot assessment at that point in time whereas an ADEPT is about how a FD is progressing compared with the completion level of DFT.

The ESR also reviews significant events and sick days.

The ES has a 1:1 with the FD after which ES and FD agree on action plan.

The TPD completes their report independently. Again this reviews the same curriculum domains by reviewing the EPDP and their own observation from study days. They highlight both areas of notable practice and areas of concern.

Each FD will be supplied with a specific time for their TPD interview

Today—at the 6 week stage there will be:

- 1:1 review between the TPD and FD
- Normally, no longer than 15 minutes
- The TPD reviews – Educational Supervisor (Trainer) report, FD report and TPD report to look for themes and trends.
- A discrepancy between Educational Supervisor evaluation and Trainee evaluation may point to confidence, competence or insight issues.
- TPD reviews ES action plan and adapts it if necessary
- Actions need to have SMART goals (Specific, Measurable, Achievable, Realistic, Time specific)
- Signed by TPD and FD
- Outcome shared with Trainer



Morning Session

CPD = 3 Hrs

9.30 Record Keeping

Chris Roome
GDP & ES

Effective dental records can help clinicians reach an accurate diagnosis, by providing detailed information about the changing oral health status of a patient. Detailed records can also help to prevent adverse incidents occurring, for example, if the records are not clear, the wrong tooth could be treated or a previously noticed carious cavity, overlooked.

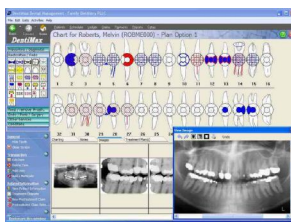


Dental records are also a vital tool in protecting yourself in an aggressive medic-legal environment. Without them a dental team cannot meet the requirements of the CQC, Area Team and GDC.

Objectives

This course will discuss :

- 1. What makes an effective dental record*
- 2. What are the current regulations and guidelines relating to dental record keeping*
- 3. Effective record keeping will be related to the current GDC standards*



Learning Outcomes

Following this session delegates will be able to :

- Describe the current rules, regulations and guidelines that govern record keeping*
- Identify effective record keeping.*
- Audit their own record keeping to enhance its effectiveness.*

DFT Competency Framework elements covered: Communication 12, 13, 14 Professionalism 16



Friday 28th October

Ipswich PGME

Afternoon Session

CPD = 3 Hrs

1.30 Periodontology in General Practice

Hamed Karimi

Local Specialist Practitioner

Objectives

This session with local periodontist Hamed Karimi—will help to highlight the most effective treatment planning and management strategies for our patients with a periodontal problem.

Hamed will seek to identify some of the risk factors and signs that can assist with correct assessment of vulnerable patients—and discuss the most up to date strategies of practical management.

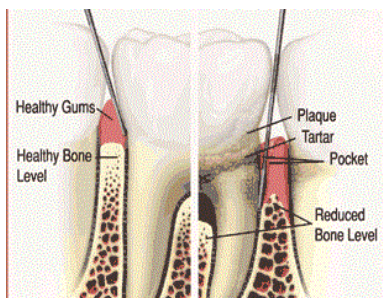
He will also explore some of the common pitfalls that unwary GDPs can encounter when dealing with Chronic Adult Periodontal disease in all its various forms.



Learning Outcomes

Following this session the participants should be able to :

- Design an effective screening programme for periodontal disease
- Recognise the aetiology and risk factors of periodontal disease
- Construct effective treatment plans for their patients
- Recognise when it is best to refer patients for specialist care



DFT Competency Framework elements covered: Clinical 1, 2, 3, 6, 7, 8



Morning & Afternoon Sessions

CPD = 6 Hrs

9.30 **Child Protection, Safeguarding of Vulnerable Adults & the Mental Capacity Act**

Rosie Carter
SAFE



Children & some adults are less able to protect themselves than others and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse. They may also be vulnerable and in need of care services by reason of mental health problems, physical or learning disability, age or illness.

Objectives

This session will explore the structures in place to protect Children & Vulnerable Adults. The session will look at these Regulations and Organizations and explain how they work with Dental Teams. The session will explore the responsibilities both legal and ethical that Dental Teams need to comply with to ensure they are protecting the most vulnerable in society.

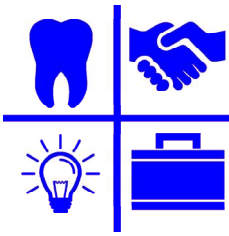
Learning Outcomes

Following this session delegates will be able to:

- Describe what constitutes being a “vulnerable adult”
- Implement local referral protocols for Children or Vulnerable Adults
- Recognise the processes followed in the community for the protection of vulnerable members of society.



DFT Competency Framework elements covered: Professionalism 15, 16



7th to 11th November

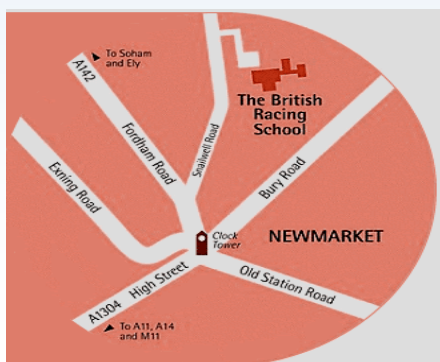
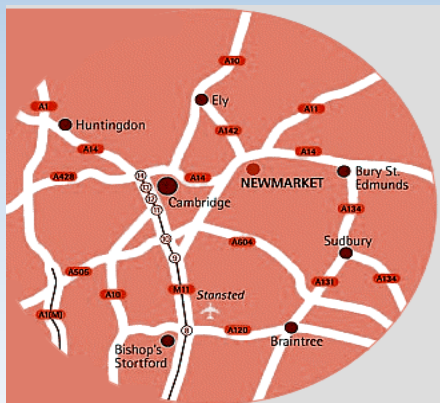
British School of Racing, Newmarket

Morning & Afternoon Sessions

CPD = 6 Hrs

9.00 **Communication Skills with Cascade**

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



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 our practicing life beyond recognition. Today through the use of drama, Cascade Theatre Company will help us to improve these skills.

Objectives

This session will explore a range of scenarios that should be familiar to every dental practitioner. These examples will help illustrate a range of communication skills improvements that will improve your interactions with your patients and your team.

Learning Outcomes

Following this session delegates will be able to:

- *Communicate effectively with their patients and colleagues.*
- *Implement a wide repertoire of communication techniques.*
- *Recognise the theory involved in efficient communication.*

FDs will be allocated to a particular day for attendance during the start of the Autumn Term

Distance to venue (from Ipswich) miles = 43

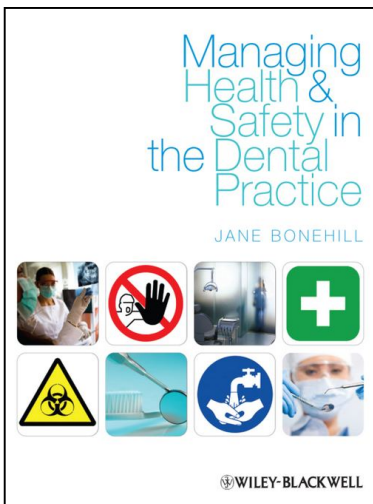
Time to Venue (by car—clear run) = 70 minutes



Morning & Afternoon Sessions

CPD = 6 Hrs

09.00 Health & Safety in General Dental Practice



Jane Bonehill

DenMed Training

Jane has been a member of the dental team for more than thirty years, starting her career in general dental practice then moving into dental training and education.

Health & Safety Legislation is a vital (if occasionally dry!) subject that directly impinges on all aspects of primary dental care. Jane will bring this subject to life—and may help save yours!

Today's session will aid you greatly in the production of your Foundation Skills Project.

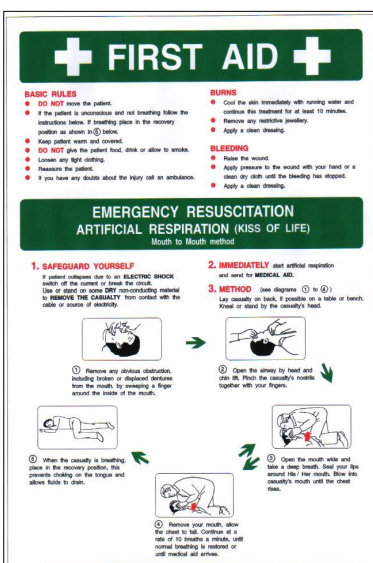
Objectives

This session will give an overview of Health and Safety legislation and how it applies to General Dental Practice.

Learning Outcomes

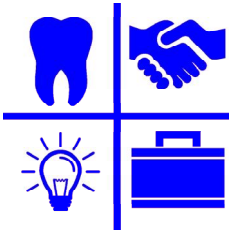
Following this session delegates will be able to:

- Describe current Health and Safety legislation.
- Apply the legislation and guidance to their everyday work environment.



DFT Competency Framework elements covered: Management & Leadership 20

NB. This extended day will furnish the delegates with a certificated qualification concerning the Management of Health & Safety in the Dental Practice setting.



Morning & Afternoon Sessions

CPD = 6 Hrs

9.30 **Treating Anxious Patients**

Amy Schiller

DFT ES & General Dental Practitioner

Claire Davies



Local DFT Trainer & Salaried Service Dental Practitioner Amy Schiller and Claire Davies will discuss the management of anxious patients.

Objectives

This session will seek to explain the causes and manifestations of anxiety. It will explore the techniques we can use to help patients continue to access the care they need.

Learning Outcomes

Following this session delegates will be able to:

- *Describe the causes of patient anxiety*
- *Implement techniques to reduce patient anxiety*
- *Construct effective treatment plans for anxious patients*

DFT Competency Framework elements covered: Clinical 5, Communication 12, Professionalism 16

1.30 **Prevention in Practice**

Amy Schiller

DFT ES & General Dental Practitioner

Claire Davies

Amy and Claire will also endeavour to discuss the importance of prevention in dentistry—the most effective techniques and the best way to promote prevention to patients.

Objectives

This session will emphasise the importance of prevention and will illustrate effective ways of communicating this message to our patients.

Learning Outcomes

Following this session delegates will be able to:

- *Deliver Primary Care dental prevention*
- *Implement techniques for delivering the prevention*
- *Organise the team to provide efficient prevention*



DFT Competency Framework elements covered: Clinical 3, Communication 12



Morning & Afternoon Sessions

CPD = 6 Hrs

09.30 **Foundation Skills Assessment** Ipswich DFT Scheme

Objectives

This session will assess your work on the Foundation Skills Project. The project is your own work to demonstrate sound knowledge in broad topic areas, and essential skills that are required by you as a dentist working in primary dental care.

Its Purpose, Its Value

- Demonstration of knowledge and skills
- Allows critique of your work for improvements
- Drives your professional development
- Demonstration of compliance with legislation
- As evidence of progressive learning
- As evidence of developing skills towards achieving competencies for DFT completion

What it is

- Factual accounts of working practice for each section within 8 modules
- Discussion on how GDC principles and CQC outcomes impact on your clinical work in primary dental care
- Reflective pieces of writing with view to driving improvements
- A collection of your own evidence to support claims you make

IMPORTANT NOTE:

- It is your own work (not plagiarized)
- Focus on Quality v Quantity

Reflective Account

Reflection provides a way to improve your practice by critically analysing your actions or an issue.

Assume that you are an external observer and reflect on:

- 1) what went well?
- 2) what hasn't gone well?
- 3) how can improvements be made?
- 4) what have you learnt from the situation?
- 5) what changes have you made?

This is the last day of term

each FD will need to bring

at least one ES

DFT Competency Framework elements covered: Management & Leadership 20, 22

Case Based Discussions

For the rest of this session the FDs will conduct Case Based Discussions with a range of different Trainers. Each FD will need to bring 3 different sets of records and artefacts concerning patients they have treated. They will engage in a Case Based Discussion with 3 different Trainers.



Foundation Skills Assessment Session

Information

How many topics do I complete?

You are required to complete 12 topics by 2nd December 2016. Note that you can choose which topics, with the proviso that your choice must contain at least one topic from every module. Your work will be assessed and graded in December. Please refer to the information on the assessment sheet.

WRITING THE FOUNDATION SKILLS & LINKING THE EVIDENCE

Please refer to each module where you will find the topic areas to cover. It is down to you to put together your own brief factual account and include your chosen piece of evidence that supports your write up. Do make reference to best practice, legislation, professional regulation and guidance.

The first part of your write up will be a factual account on the topic. This will need to be brief and to the point. You are then expected to reflect on your account and this should be more detailed. Reflective writing is about your own thoughts and feeling about the topic at hand and so it is personal to you. The majority of your write up must be in this reflective style. Then finally you may mention some plans to progress or improve.

Where do I write my piece of writing?

Each module has included within it a page long text box. You are limited to this single text box on one page of writing. This will mean you will need to write concisely and to the point. A large volume of work is discouraged. As a guide for each topic, the word count can range from 250-300 words per topic

Please use Ariel font size 11 with 1.5 line spacing of paragraphs.

How many items of evidence should I use?

Again think quality of evidence not quantity. Approximately 10 pieces of evidence per Module is desirable to put forward in December for the assessment, and the same for the second submission in March. You will find that fewer items of evidence can still enable you to demonstrate achievement in the variety of topics. One example of an item you can use in such a way is an anonymous clinical record.

What can I use as evidence?

You can use a variety of items. Suggestions are made for each module. It is important to remember that the evidence will have arisen from your training practice and you must seek advice or gain permission to use material when it is appropriate to do so. Be mindful that there may be issues surrounding consent, confidentiality or copyright that may prevent you from using some evidence. You may wish to redact certain pieces of evidence, so you can use them to illustrate your practices without breaching confidentiality.

When thinking about evidence to include, think about:

- quality not quantity – don't include blank forms or blank templates!
- cross referencing - if a piece of evidence is used more than once, refer to the section it has been used previously instead of reproducing it again.
- photos - are a particularly good way to capture your evidence. You are encouraged to use suitable images within your write up to substantiate your points.
- Anonymous entries – remove sensitive information.
- variety – use a wide range of evidence items to illustrate your practice.

ASSESSMENT FOR SATISFACTORY COMPLETION

A well written and presented foundation skills project that is personalised will serve as a reflective portfolio that you will need to present to meet satisfactory completion requirements.

Please become familiar with the assessment framework provided.

One assessor will mark one topic of your work. Attainment of average scores of 3 or 4 per topic is expected and essential for satisfactory completion. Scores below are unacceptable and you will then be given an opportunity to redo the work and meet the acceptable mark

PRESENTATION

Bring a digital version of your Foundation Skills on a tablet or laptop. Please ensure you have a fully charged device that can survive several hours of use.

PML Evidence

Sessional Content for e-Portfolio



	Introduction	Skills Refresher	Professional Protec-	Audit & Communica-	Treatment Planning	NHS Regulations	Oral Surgery	Endodontics	Medical Emergencies	Cross Infection Con-	Prescribing
Professionalism											
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Professionalism and Management											
Basic Life Support training										✓	
Consent			✓			✓	✓	✓			✓
Equality & Diversity			✓								
GDC Standards	✓		✓			✓					
NHS complaints procedure			✓			✓					
Referring patients					✓	✓	✓	✓	✓		
Management											
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											
Leadership											
Facilitating learning in others	✓				✓				✓	✓	
Quality management and improvement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Role model	✓	✓	✓	✓	✓	✓			✓	✓	
Teamwork	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Speakers

Autumn Term 2016 - 2017



Bryan Harvey—DDU

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Bryan Harvey

Tom Norfolk

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Tom Norfolk

John Hare

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Tel 01284 755631



John Hare

Nick Barker

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Tel 01206 870678



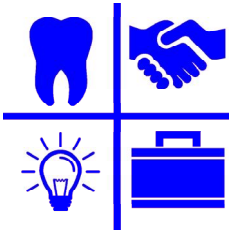
Nick Barker

Nick Lamb

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Tel 01394 388008



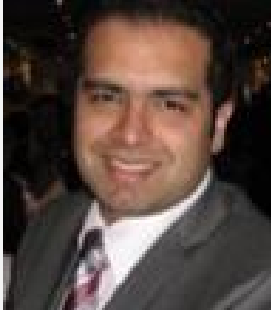
Nick Lamb



Speakers

Autumn Term 2016 - 2017

Victor Gehani



Victor Gehani

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Chris Roome



Chris Roome

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Hamed Karimi



Dr Hamed Karimi

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Tel 01603 632525

Jane Bonehill



Jane Bonehill

DenMed
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West Midlands
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Amy Schiller



Amy Schiller

Bloomfield House Dental Surgery
Looms Lane
Bury St Edmunds
IP33 IHE

Calendar 2016 -2017



2016

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

Tuesday 6th September

Thursday 8th September (9.30am to

Friday 9th September (4.30pm)

Fridays 21st October

Monday 7th to Friday 11th November

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

Study Day at Ipswich Hospital

Clinical Skills refreshment day—with peer review at Ipswich Hospital

Residential Course for Trainees at Ufford Park Hotel. Educational Supervisors to be present from 6.30pm on FThursday 9th September

Early Stage Review—Ipswich Hospital

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

Trainers present at Ipswich Hospital all day (Trainers meeting 12.45pm)

2017

4th to 28th January

Friday 3rd February **First Day of Spring Term**

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

Thursday 30th March (9.30am to

Friday 31st March (4.30pm)

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

Thursday 25th to Saturday 27th May

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

Practice Mid Year Visits - dates and time to be notified

ESs at Ipswich Hospital from 12.45pm

Regional FD Conference—Stoke by Nayland

British Dental Association Conference, Manchester

ESs present all day from 9.30am (Trainers meeting 12.45pm)