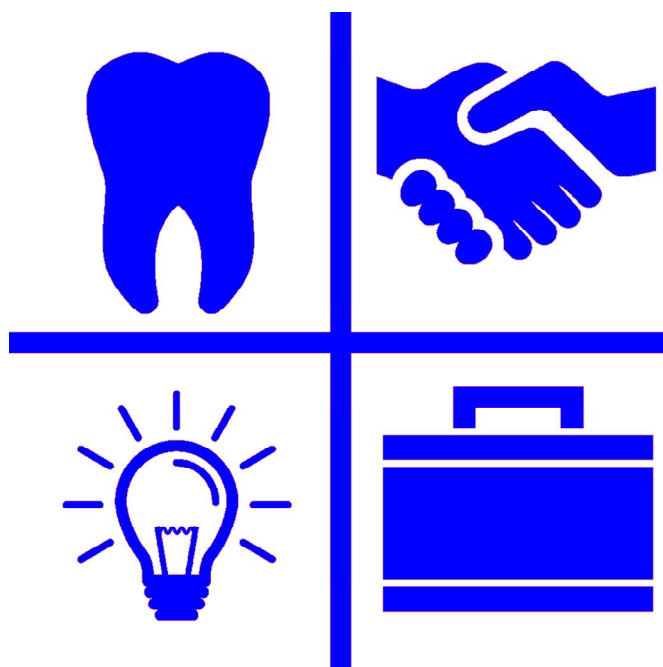


Ipswich Dental Foundation Training Scheme

Autumn Term Programme 2018 - 2019



Developing people
for health and
healthcare

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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

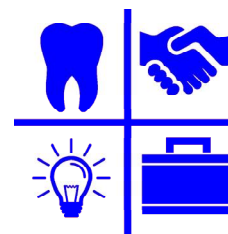
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Postgraduate Dental Tutor	Mr. Jason Stokes BDS (Hons), MFGDP(UK)
Medical Education Manager	Mrs. Mary Burgess
Dental Administrator	TBC
Regional Advisor Dental Foundation Training	Dr. Peter Cranfield PhD, BDS, DIC, DGDP(UK) PgCert
Regional Dental Administrator	Mrs Patti Bradshaw
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

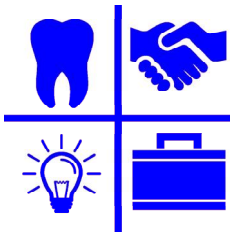
Programme published by
Health Education England—East of England
2-4 Victoria House, Capital Park,
Fulbourn, Cambridge. CB21 5XB
☎ 01223 597768

Autumn Term

Venues and Subjects



Friday 7th September	Introductions and Skills Room Session	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Thursday 13th September	Medico-Legal Issues Financial Advice	<i>Ufford Park Hotel</i>
Friday 14th September	Clinical Audit & Team Working Dealing with Challenges & Treatment Planning	<i>Ufford Park Hotel</i>
Friday 21st September	Dealing with Patient Complaints Perio' in Practice	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 28th September	Communication Record Keeping	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 5th October	NHS Regulations	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 12th October	Crown Design & Preparation (hands-on session)	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Friday 19th October	Early Stage Review FD Interviews (<i>Interview time to be confirmed</i>)	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>
Thursday 25th October	Health & Safety	<i>Ipswich Hospital Postgraduate Medical Education Centre</i>



Autumn Term

Venues and Subjects

Friday 26th October

Prescribing
Cross Infection Control

Ipswich Hospital Postgraduate Medical Education Centre

Friday 2nd November

Oral Surgery (hands-on session)

Ipswich Hospital Postgraduate Medical Education Centre

Friday 9th November

Helping Anxious Patients
Prevention

Ipswich Hospital Postgraduate Medical Education Centre

Friday 16th November

Endodontics (hands-on session)

Ipswich Hospital Postgraduate Medical Education Centre

Friday 23rd November

Normal day in practice

Ipswich Hospital Postgraduate Medical Education Centre

Friday 30th November

Radiography
Managing the Developing Dentition

Ipswich Hospital Postgraduate Medical Education Centre

Friday 7th December

Normal day in practice

Ipswich Hospital Postgraduate Medical Education Centre

Friday 14th December

Foundation Skills Assessment
Case Based Discussions

Ipswich Hospital Postgraduate Medical Education Centre

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

Friday 7th 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 Educational Supervisor.

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.

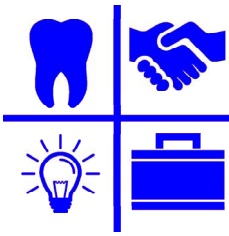
Learning Outcomes

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 7th September

Ipswich PGME

Afternoon Session

CPD = 3 Hrs

1.30 Clinical Skills Refresher Session

This is a Joint Foundation Dentist & Educational Supervisor session.

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 & Educational Supervisor 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 Educational Supervisor will act as nurse & observer.



The Educational Supervisor 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:

- Educational Supervisors 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 Educational Supervisors 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

13th & 14th 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.



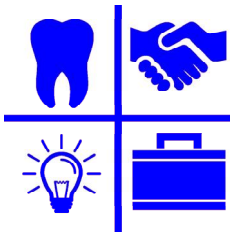
The Educational Supervisors will be joining us on Thursday evening and will be staying for dinner and overnight.

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



Distance to venue (from Ipswich) miles = 11

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



Thursday 13th September

Ufford Park Hotel—Woodbridge

Morning & Afternoon Sessions

CPD = 7 Hrs

09.30

Professional Protection & Financial Advice

Chris Roome

GDC Clinical Dental Adviser

Objectives

This session will incorporate presentations from Chris Roome (Clinical Dental Adviser at the GDC) 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. Chris 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.

**General
Dental
Council**

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.

LB

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. One of the previous Ipswich FD Zoe Gannicott

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.



Morning Session

CPD = 3 Hrs

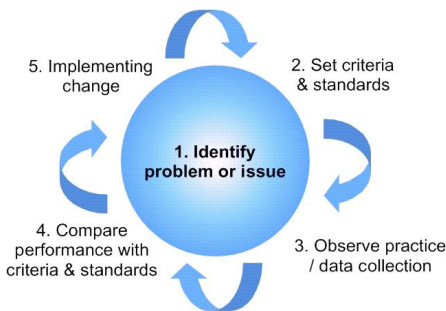
9.30 Clinical Audit & Coping with Challenges

Jason Stokes

BDS Hons, MFGDP RCS, PGCert, Ipswich DFT TPD

Aims :

The session will cover the fundamentals of clinical audit. We will also look at coping with professional challenges.



Objectives

This session will endeavour to cover:

- The Basic principles of Reflection & Clinical Audit
- Common uses for Clinical Audit
- Managing significant professional challenges

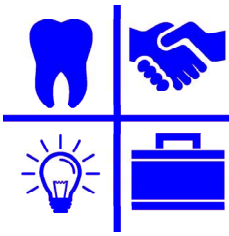
Learning Outcomes

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

- Describe the function and use of reflection
- Design and construct an individual clinical audit
- Recognise importance of resilience

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





Friday 14th September

Ufford Park Hotel—Woodbridge

Afternoon Session

CPD = 3 Hrs

1.30 Treatment Planning & Foundation Skills

Ipswich DFT Scheme

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



Reminder:

Each Educational Supervisor 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.



Morning Session

CPD = 3 Hrs

9.30

Understanding & Preventing Patient Complaints

Jason Stokes

BDS Hons, MFGDP RCS, PGCert, Ipswich DFT TPD



This session is designed to explore patient complaints and the harm they cause to clinicians and patients. We will investigate the causes, consequences and management of patient complaints. The psychology of both the involved parties will be examined and used to construct effective methods of conflict resolution.

Objectives

The speaker will:

- Explain the place of complaints and their management in the dental landscape.
- Demonstrate the consequences of poor complaint management.
- Analyse the causes and methods of successful management of patient complaints.

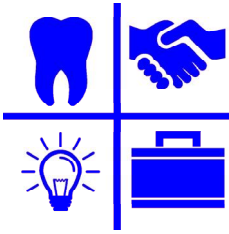
Learning Outcomes

Following this session the participants will be able to :

- Describe the place of complaints and their management in the dental landscape.
- Demonstrate the consequences of poor complaint management.
- Design techniques to successfully manage patient complaints.



DFT Competency Framework elements covered: Communication 12, 13, 14 Professionalism 15, 16, 17, 18



Friday 21st September

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.



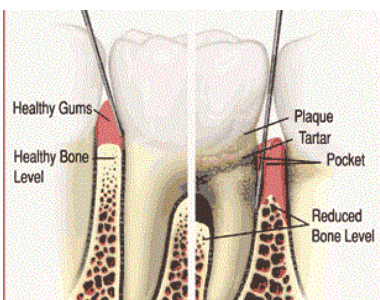
Hamed will seek to identify some of the risk factors and signs that can assist with correct assessment of vulnerable patients—and discuss the most up to date strategies of practical management.

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 Session

CPD = 3 Hrs

9.30 Communication Skills

Jason Stokes

BDS Hons (Clinical Distinction) & DFT TPD

Why does communication matter? It is the basis of all human relationships. Without a range of communication techniques and approaches your effectiveness as a clinician and a team leader will be severely reduced. Unless you can empathise with others you will struggle to find a common ground to communicate.



Aims :

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

Objectives:

During this session the speaker will endeavour to cover:

- Basic principles of communication
- How to avoid common errors
- 10 reasons why communication fails
- Managing miscommunication



Outcomes:

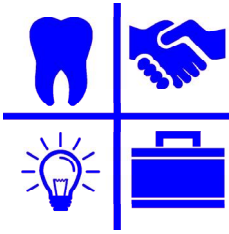
By the end of the session the delegates be able to:

- 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

Professionalism 18

Management & Leadership 22



Afternoon Session

CPD = 3 Hrs

1.30

Record Keeping

Nick Lamb

GDP & Dental Professional Advisor to NHSE



Nick is a senior advisor to NHS England. He is extremely effectively placed to explain the importance of good record keeping and the consequence of failure in this arena.

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 medico-legal environment. Without them a dental team cannot meet the requirements of the CQC, Area Team and GDC.



Objectives

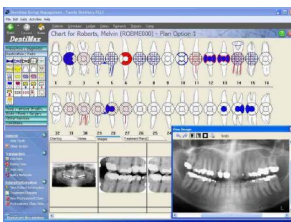
This course will discuss :

- 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.*



Friday 5th October

Ipswich PGME



Morning & Afternoon Sessions

CPD = 6 Hrs

9.30 NHS Regulations—the Rules of the Game

Tom Norfolk

GDP, DFT Educational Supervisor, 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

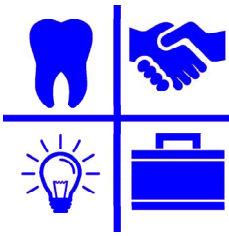
Following this session delegates will be able to:

- 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

Indirect Restorations in General Dental Practice

Mohammed Ali Chohan and Jinesh Vaghela

GDPs & DFT Educational Supervisors

Jinesh and Ali are passionate about caries management and are fond believers of MID. Jinesh read his MSc in Restorative Dental Practice at the Eastman Dental Institute.



They have been teaching together for 8 years and this topic in particular for 6 years and hold a passion for teaching.

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

Friday 19th October

Ipswich PGME



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 until the 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.

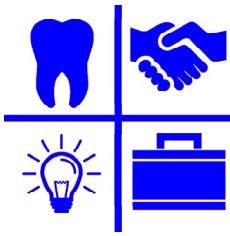
The ES has a 1:1 with the FD after which ES and FD agree on action plan.

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.

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

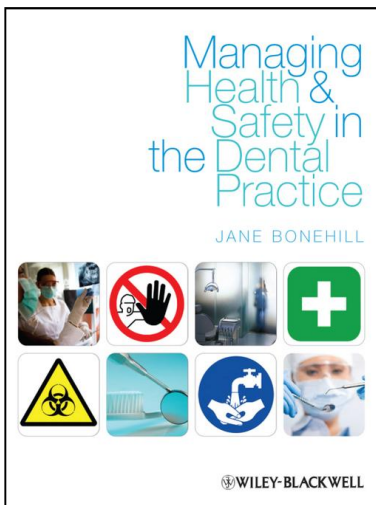
Each FD will be supplied with a specific time for their TPD interview



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.

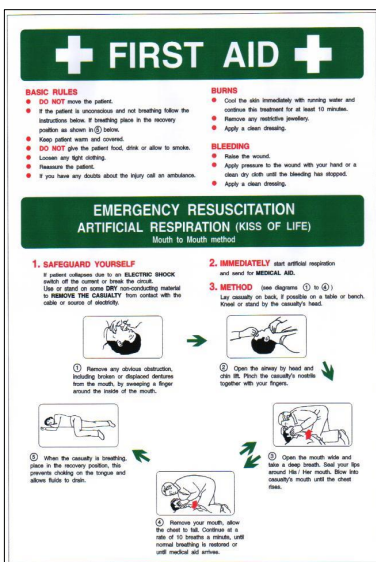
Objectives

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

Please note that this session is on a THURSDAY.

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



Morning Session

CPD = 3 Hrs

9.30 Cross Infection Control

Nick Lamb

GDP & Dental Professional Adviser to NHSE



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



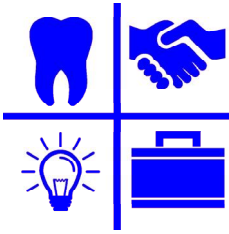
Learning Outcomes

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 26th October

Ipswich PGME

Afternoon Session

CPD = 3 Hrs

1.30

Prescribing in Practice

Nick Lamb

GDP & Dental Professional Adviser to NHSE

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 at prescribing and the place of Pharmacy in General Dental Practice.

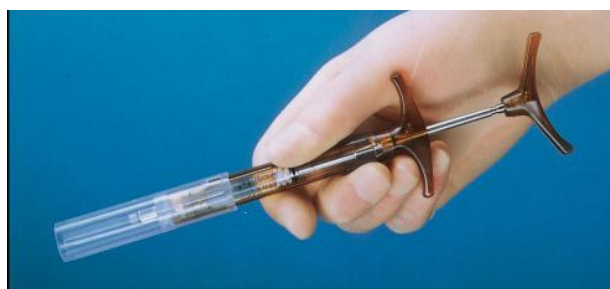
Objectives

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 Competency Framework elements covered: Management & Leadership 20, 21



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:

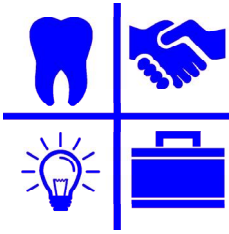
- *Assess common MOS procedures—buried roots, wisdom tooth extraction etc.*
- *Perform the practical skills of flap design, bone removal and suturing.*



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.



Foundation Skills Reminder

Due for presentation: 14th December 2018

How many topics do I complete?

You are required to complete a further 12 topics by 10th March 2018. 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.



Morning Sessions

CPD = 3 Hrs

9.30 **Treating Anxious Patients** Rachel Griffiths

Claire Davies



Rachel & Claire are part of the Salaried Services Team in our region. They will spend this morning discussing the management of anxious patients.

The ability to empathise with nervous patients and reduce their anxiety is one of the most effective tools a clinician can possess. This session will enable you to build trust and help our patients in the most fundamental way.

Objectives

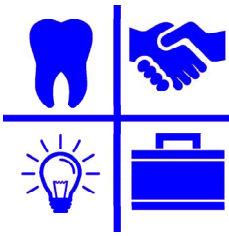
This session will seek to explain the causes and manifestations of anxiety. It will explore the techniques we can use to help patients continue to access the care they need.

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*





Friday 9th November

Ipswich PGME

Afternoon Session

CPD = 3 Hrs

1.30 **Prevention in Practice** Rachel Griffiths

Claire Davies



Rachel 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





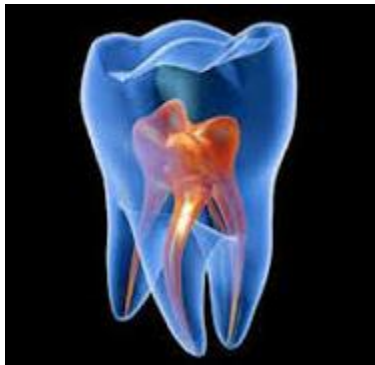
Morning & Afternoon Sessions

CPD = 6 Hrs

9.30 Endodontics in General Practice (Hands-on)

Shashi Mishra
Endodontist Specialist

Endodontist Specialist Shashi Mishra will seek to expand on your knowledge and skills associated with endodontics.



He will demonstrate the theory and use of Modern endodontic systems. Shashi will also aim to help you with cases with more complex endodontic anatomy.

Objectives

This session will enable the Foundation Dentist to begin using modern endodontic systems with confidence. It will also seek to arm the Foundation Dentists with extra skills to deal with complex anatomy that can be an endodontic stumbling blocks to some dental professionals.

Learning Outcomes

Following this session delegates will be able to:

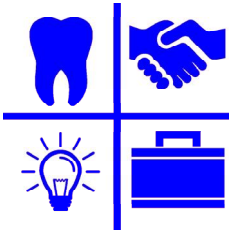
- Treatment plan more complex endodontic procedures
- Safely use of modern endodontic systems
- Assess and attempt to endodontically treat teeth with challenging anatomy



THINGS TO BRING

1. Several extracted, pre-extirpated teeth
2. Extracted previously RCT'd teeth

**DFT Competency Framework elements covered:
Clinical 2, 10**



Friday 23rd November

Ipswich PGME

Clinical Day in Practice: Case Presentation Reminder

At the end of the Summer Term each FD will need to deliver a Case Presentation to the whole Ipswich Scheme. It is never too early to find the right patient. Remember to have several possible cases that you have the correct photographs and other artefacts recorded. It is not unusual for a patient to fail to complete treatment and spoil a possible Case Presentation—planning for this possibility will reduce stress. Always discuss any possible Case with your ES.

Case Selection:

The case that is chosen should demonstrate aspects of care, which involve different clinical disciplines. It is not necessary to concentrate on excessively complex or unusual cases, but entrants should choose a case that is appropriate to their skills at this point in their career development. A background of routine treatment, where a specific problem has been highlighted and managed, is what the panel are looking for in the case that is chosen.

Format:

A 10 minute PowerPoint Presentation making full use of any visual images available (clinical photographs, radiographs etc)

Introduction

Presenting Complaint and History of PC

Patient Requests / Expectations

History (Social, medical and previous dental)

Examination

- (a) Extra Oral;
- (b) Intra Oral -

- Soft tissues
- Teeth
- Periodontal (minimum BPE)
- Special Tests—Vitality, Radiographs, Diet Sheets, Study Models, Photos, etc.

Reminder

Diagnosis (es) (Provisional and Definitive)

Treatment Plan (Provisional and Definitive)

Discussion of Treatment Plan including headings for:

Options, Patient Input, Discussion - reasons, philosophy

Treatment Description (short)

Prognosis

Discussion (and reflection) - the most important factor: have you demonstrated a health gain?

Conclusion

Addenda:

Medical history form, diet sheets, periodontal charts, Lab forms, copies of anonymised clinical notes and radiographs, and most important, the patient consent form.



Morning Session

CPD = 3 Hrs

9.30 Radiography

Stephen Denny

GDP & Educational Supervisor



Stephen is a General Dental Practitioner with 25 years experience. He has 15 years hospital experience as a clinical assistant in orthodontics and treats 200 orthodontic cases per year in general practice.

Stephen is Clinical Educator and Part time Lecturer for Essex University Hygiene & Therapy Programmes. He is also Honorary Tutor London & Barts and an Educational Supervisor on the Basildon DFT Scheme

This session will explore the Radiography rules and regulations applicable to general practice. Stephen will examine assessing and planning from radiographs, including how to assess extractions and restorability of teeth.

Objectives

The speaker will:

- Explain how to interpret dental radiographs and recognize normal anatomy.
- Host a Radiographic Quiz - What can you remember and identify.
- Demonstrate how to use radiographs to plan extractions and general restorative treatment.
- Review the rules and regulations in general practice and how radiography is assessed in your FD year.

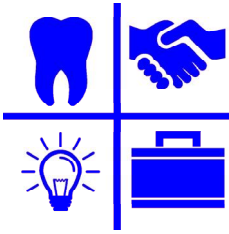
Learning Outcomes

Following this session delegates will be able to:

- Recognise the importance of rules and regulations relating to radiography in general practice.
- Recognise normal anatomy as it is demonstrated on dental radiographs.
- Critique dental radiographs.



DFT Competency Framework elements covered: Clinical 1, 2, 6, 7, 10, 11



Afternoon Session

CPD = 3 Hrs

1.30

Managing the Developing Dentition

Stephen Denny

GDP & Educational Supervisor

This session will look at the best ways of Managing the Developing Dentition. It will cover dental development by identifying normal development and assessing what, when, where and why to refer.



Stephen will describe the types of orthodontics that can be successfully treated in general practice. He will explore assessing cases and discussing what cases we can treat in general practice. The session will also examine the further education available to the GDP.

Objectives

The speaker will:

- Explain the role of Orthodontics in general practice.
- Describe tooth development and what you are likely to see in general practice.
- Demonstrate the assessment of cases and subsequent treatment planning.
- Review local referral guidelines.



Learning Outcomes

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

- Recognise Normal Dental Development.
- Describe and assess Malocclusions.
- Demonstrate how, when and why to refer.
- Assess, critique and formulate treatment plans for different malocclusions.

DFT Competency Framework elements covered: Clinical 1, 2, 9



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

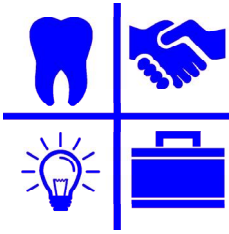
each FD will need to bring

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 Educational Supervisors. 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 Educational Supervisors.



Foundation Skills Assessment Session Information

How many topics do I complete?

You are required to complete 12 topics by 1st December 2017. 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 Arial 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

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PRESENTATION

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PML Evidence

Sessional Content for e-Portfolio



	Introduction	Skills Refresher	The Role of the GDC	Finance	Audit	Treatment planning	NHS Regulations	Communication Skills	Indirect Restorations	Oral Surgery
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 2018 - 2019



Chris Roome—GDC

General Dental Council
37 Wimpole Street
London,
W1G 8DQ



Chris Roome

Tom Norfolk

Bank Buildings Dental Surgery,
5 Bank Buildings,
Sudbury, CO10 2SX
Tel 01787 881100



Tom Norfolk

John Hare

Guildhall Dental Practice
St Andrews Street South
Bury St Edmunds
Suffolk, IP33 1PY
Tel 01284 755631



John Hare

Shashi Mishra

Beechcroft
Gipsy Lane
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Hertfordshire
SG3 6DJ
Tel 01438 813766



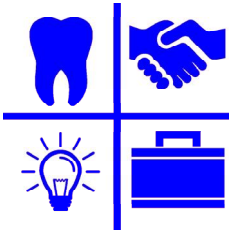
Shashi Mishra

Nick Lamb

Island House Dental Care
5 Quay Point, Station Road
Woodbridge
Suffolk



Nick Lamb



Speakers

Autumn Term 2018 - 2019

Mohammed Ali Chohan



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Tel 01394 388008

Mohammed Ali Chohan

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Jinesh Vaghela



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Hamed Karimi



Dr Hamed Karimi

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Jane Bonehill



Jane Bonehill

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Rachel Griffiths



Rachel Griffiths

Bloomfield House Dental Surgery
Looms Lane

Speakers

Autumn Term 2018 - 2019



Claire Davies

Bloomfield House Dental Surgery
Looms Lane
Bury St Edmunds
IP33 IHE



Claire Davies

Stephen Denny

The Benfleet Dental Clinic
174 High Road
Benfleet
SS7 5LD
Tel: 01268 755357



Stephen Denny



Notes

Autumn Term 2018 - 2019

Calendar 2018 -2019



2018

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

Introduction & Clinical Skills refreshment day—with peer review at Ipswich Hospital

Thursday 13th September (9.30am to
Friday 14th September (4.30pm)

Residential Course for Trainees at Ufford Park Hotel. Educational Supervisors to be present from 6.30pm on Thursday 13th September

Fridays 19th October

Early Stage Review—Ipswich Hospital

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

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

2019

4th January to 1st February

Practice Mid Year Visits - dates and time to be notified

Friday 8th February **First Day of Spring Term**

Friday 5th April **Last day of Spring Term**

Educational Supervisors at Ipswich Hospital from 12.45pm (TBC)

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

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

Educational Supervisors present all day from 9.30am
(ES meeting 12.45pm)