Ipswich

Foundation Training Scheme for General Dental Practice

Scheme Handbook
2015 – 2016

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

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

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

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

Regional Director of Postgraduate Dentistry

Mr. Alex Baxter BDS, MMEdSci, FDS RCPS (Glasg), FDS (Rst Dent), RCPS
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Regional Advisor in General Dental Practice

Dr. Peter Cranfield PhD, BDS, DIC, DGDP(UK)
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Regional Foundation Training Administrator

Mr Matt Ansell
✉ matthewansell@nhs.net

Other DFT Schemes and Programme Directors in East of England

<table>
<thead>
<tr>
<th>Basildon</th>
<th>Bedford</th>
<th>Essex Coast</th>
<th>Norwich</th>
<th>Peterborough</th>
</tr>
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<tbody>
<tr>
<td>Ms Andrea Ogden</td>
<td>Dr. Peter Cranfield</td>
<td>Ms. Hannah Woolnough</td>
<td>Mr. Andy Furniss</td>
<td>Mr. Uday Patel</td>
</tr>
<tr>
<td>Homesteads Dental Care 273 Southend Road, Stanford le Hope, SS17 8HD 📞 01375 675710</td>
<td>The Mews, 22 Bancroft, Hitchin, Herts SG5 1JW 📞 01462 434323</td>
<td>Parkview Dental Centre 49 Fonnerau Road, Ipswich IP1 3JN 📞 01473 254873</td>
<td>57 Southlands, Swaffham, Norfolk, PE37 7PF 📞 01760 721385</td>
<td>10 Market Square, Sandy, Beds. SG19 1HU 📞 01767 681100</td>
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</table>
Postgraduate Medical and Dental Education Centre
Ipswich Hospital NHS Trust, Heath Road,
Ipswich. IP4 5PD
☎ 01473 702561    ☏ 01473 702503

Postgraduate Dental Tutor     Mr. Jason Stokes  PBDS, MFGDP (RCS)

Postgraduate Centre Manager    Mrs. Mary Burgess

Dental Administrator           Mrs. Alison Foreman*

* Alison is the primary point of contact for FDs & Trainers at Ipswich.

Ipswich Dental Foundation Training Scheme
Course Programme Director

Mr. Jason Stokes  BDS, MFGDP
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Ipswich Postgraduate Medical Education Centre is situated inside of Ipswich Hospital in Heath Road, Ipswich. The easiest way to the hospital is via the A14. Remain on the A14 and continue over the Orwell Bridge—take the first slip road (signposted Nacton) - and follow the signs all the way to the hospital.

Car parking is available at the hospital, but the daily charge is £7 or £1.70 for the Pearson Road car park (and this will not be refunded by your NHS England Area Team). You may be able to find parking in some of the roads around the Hospital—or you may wish to use public transportation. The maps show how to find the hospital, the car park and the Postgraduate Centre.
The Postgraduate Medical Education Centre has an excellent range of resources. We have available: the Main Lecture Theatre (see opposite), Seminar Room 2—where most of the sessions for the Day Release Course are held, an IT Skills Room, a fully equipped Clinical Skills Room and a Café.

We have available for our use a complete range of audio visual aids, and also enjoy the luxury of air conditioning in the skills room.

The Clinical Skills Room has 12 phantom-head teaching stations—plus a central lecturers station.

The Skills Room has an excellent selection of dental equipment—and an array of audio-visual equipment.

The Postgraduate Medical Education Centre could not function without its team of highly skilled, efficient and extremely friendly staff.

Mary Burgess is the Centre Manager. Mary has overall responsibility for management of the centre and its staff.

Alison Foreman is the Administrator for the Ipswich Dental Foundation Training Scheme. She is the primary point of contact for FDs & Trainers at Ipswich. Tel: 01473 702561 email: alison.foreman@ipswichhospital.nhs.uk
Dental Foundation Training means a relevant period of employment during which a dental practitioner is employed under a contract of service by an approved trainer to provide a wide range of dental care and treatment and to attend such study days as that contract provides, with the aims and objectives of enhancing clinical and administrative competence and promoting high standards through relevant postgraduate training and in particular to—

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

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

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

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

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

f. enable the dental practitioner to—

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

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

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

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

v. demonstrate that the dental practitioner has acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team.
A brief history of foundation training

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

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

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

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

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

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

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

**Competency Framework**

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

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

Assessment

The assessment of foundation dentists’ competence needs to take place using a robust process that is valid, reliable and feasible within the context of DFT. The assessment process needs to support foundation dentists throughout their training in order to identify their strengths and areas needing improvement, whilst being sufficiently robust to identify (upon completion of DFT) those who cannot demonstrate the standards of competence required for independent practice, thus protecting patients.

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

The main assessment tools used are

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

Completion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The structure of the course is not rigid and will be influenced by the FDs, so speak to the Training Programme Director (TPD—Jason Stokes) and he will see what can be done to accommodate your specific educational needs. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. Attendance at these Day Release Courses is compulsory. Your completion certificate will depend on it. Without your completion certificate you will not be able to enter the NHS Performers List and work as an NHS Dentist after your Foundation Training year.

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

**Important points to remember**

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

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

3. The start time for each day is indicated in the programme. It is worth remembering that this is the time at which the first session will begin and that you will be expected to be present before the start time. Late arrival at a session may well mean that you are recorded as being ‘not present’ for the session. Sessions will normally end at 5pm.

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

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

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

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

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

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

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

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

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

Mr. Jason Stokes
The Cathedral Street Dental Practice
10—12 Cathedral Street
Norwich NR1 1LX
jasonstokes@nhs.net
Practice: 01603 628963
Home: 01603 610094
Mobile: 07703 582210
Fax: 01603 662889
Using Social Media

Key points:

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

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

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

4.2.3 of Standards for the Dental Team states:

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

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

When using social media, you must:

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

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

c. Comply with any internet and social media policy set out by your employer.
Using Social Media

As a registrant you have a responsibility to behave professionally and responsibly both online and offline. Your online image can impact on your professional life and you should not post any information, including photographs and videos, which could bring the profession into disrepute.

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

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

You may find it helpful to contact your professional association or indemnifier for further guidance on the responsible use of social media.
The Day Release Course strives to meet your needs and requirements and we thus need to know your opinions on the course content and presentation in order that improvements can be made and standards maintained. It is therefore important for you to complete an evaluation form (copy opposite) for each session. In this way we have a measure of the value and standard of each presentation, and where necessary, adjustments and refinements can be made.

Please ensure that at the end of the day you have completed all the questionnaires for the day's sessions. We ask you to think carefully about your answers as it is important that they reflect your true opinion of that session. Free comments are particularly valuable as they may bring forward points that have not been addressed.

An additional form will be distributed at the end of the year to give you the opportunity to reflect on each presentation; perhaps a session regarded as unsuitable at the time had become a ‘life saver’ yesterday.

Remember, you are benefiting from the feedback given by previous Foundation Dental Practitioners.
Session evaluation

### IPSWICH DENTAL VT

**Course Evaluation...**

**Venue:** Ipswich Postgraduate Centre

Please complete this questionnaire to help us evaluate this course

*Using the following six-point scale complete Parts 1 and 2 below by ringing around the number which clearly describes your view...*

6 = Very highly favourable  3 = Slightly favourable  
5 = Highly favourable  2 = Unfavourable  
4 = Favourable  1 = Highly unfavourable

#### PART 1
Please specify what you considered to be very useful, not useful or inappropriate to your needs

<table>
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<th>Teaching</th>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
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<td>Course Materials</td>
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#### PART 2
On the whole...

<table>
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<th>The course was well taught</th>
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<th>4</th>
<th>3</th>
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<tr>
<td>The course has stimulated my interest in the subject</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>There was no significant repetition and overlap</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The lecture contained the right amount of information</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The course materials supplemented the lecture well</td>
<td>6</td>
<td>5</td>
<td>4</td>
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<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The course helped me to understand the subject better</td>
<td>6</td>
<td>5</td>
<td>4</td>
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<td>2</td>
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**General Comments**
Professional Development Portfolio

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

Assessment

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

Case presentations / Project work

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

The presentation mode of clinical cases is of great importance, and this will be discussed at an early stage in the year. Please remember that at all clinical presentations confidential material is being discussed, and ethical considerations are paramount. You will therefore have to make sure that all items used in a case presentation are suitably anonymised before they are brought to the Day Release Course.
Mid year visit by the Programme Director

Dental Foundation Training with certification places great responsibilities upon all parties, but especially the Trainer/FD partnership, and problems must be identified early. The Training Programme Director has an important rôle to facilitate the implementation of the requirements of the training agreement. This can best be done by a personal visit to the practice during working hours to see at first hand the trainee's working environment. This usually takes place in the period immediately after the Christmas and New Year break.

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

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

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

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

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

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

5. Have study models available if possible.

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

7. Take care with your method of presenting the information. If you are presenting formally make sure that your mode of presentation shows the case to its best advantage.

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

9. Don't be afraid to ask for comments from others in the group. It is an excellent way of learning.
Finance Facts 2015

From 1st April 2014

**FD’s Salary** is £2,536.11 per month (£30,433.32 per annum)

**Trainer’s Grant** is £753.00 per month (£9036.00 per annum)

**Service Cost** is £5347.02 per month (£64,164.24 per annum)

**FD’s Salary (per month)** Figures in blue are estimated - please check schedule and NI tables

- Gross pay £2,536.11
- Superannuation at 9.3% £235.86
- Net Pay (for income tax) £2,300.25
- National Insurance: Contracted out Table D. £ 195.88
  (calculated on gross pay)

**Trainer’s payment from NHSBSA (per month)**

- Training Grant £761.00
- FD’s Salary £2536.11
- Less Employee’s Superannuation Contribution -£235.86
- Employer’s NI Contribution £188.50
- Service Costs (less patient charges) £5,347.02

Total £ 8596.77

Code number for “Contracted-Out Health Service Workers” (ECON) is: E3900000M

NHS SCHEME Contracted-Out Number (SCON) is: S2730000B
To make a claim for refund of travel and subsistence expenses, you must use FP84T&S Forms which are available from your Training Programme Director. They should be sent to your Practitioner Support Unit and a photocopy should be retained by you, the dentist.

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

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

- **Travelling Expenses**
  - Mileage Allowance
  - Night Subsistence
  - Day Subsistence -
    - **Lunch Allowance** for absences of over 5 to 10 hours including the lunch period of 12.00 to 14.00 hrs
    - **Evening Meal Allowance** for absences of over 10 hours including an evening meal and returning after 19.00 hrs.

When your claim form is complete it must be signed by your Training Programme Director as a mark of validation.

You must then copy the form, and keeping the copy, send the original, together with any validating receipts and tickets to your Practitioner Support Unit.

**Your local NHS England Area Team—East Anglia or Essex**

*NB—late submission, or incorrect completion, of your FP84 forms may result in non-payment, especially close to the end of the financial year.*
Night Subsistence Allowances

Actual expenses incurred, subject to a maximum of:

£55.00  (receipts required)

£25.00  (non-commercial)

Meal allowance for 24hrs:

£20.00

Day Subsistence Allowances

For absence of 5 - 10 hours

(including the lunch time 12.00-14.00):

£5.00

For absence of over 10 hours

(including supper, return after 19.00):

£15.00

Mileage Allowances

For each mile:

24 pence per mile

Passenger allowance  (per passenger attending same course):

2 pence per mile

Public Transport

2nd Class Fare  (ticket / receipt required)
Trainers and FDs

Trainers

Wiliam Tweddell
&Tanima Mannan
Great Horkesley Dental Studio, 1 Keelers Way, Great Horkesley, Colchester. CO6 4EE 01206 271192

Mark Davis
Capel Dental Surgery, 63 Thornley Road, Capel St Mary, Ipswich. IP9 2LL 01473 311130

Janet Liao
40-42 St Osyth Road, Clacton-on-Sea, Essex. CO15 3BW 01255 221001

Chris Roome
Bentalls Shopping Centre, Colchester Rd, Heybridge, Maldon CM9 4GD 01621 851003

Adam Hunter
& Kara Gates
Parkview Dental Centre, 49 Fonnereau Road, Ipswich, Suffolk. IP1 3JN 01473 254873

Louise McAllister
The Essex Dental Clinic, The Business Centre, Earls Colne Business Park Colchester CO6 01787222828 2NS

Foundation Dentist

Kristina Gauchan

April Fineberg

Mahrulk Dumasia

David Hariharan Ramachandran

Alexander Kirkwood

Kiran Manku
# Trainers and FDs

<table>
<thead>
<tr>
<th>Trainers</th>
<th>Foundation Dentist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anup Ladva</td>
<td>Priyanka Patel</td>
</tr>
<tr>
<td>Unit 4, The Square, Great Notley, Braintree. CM77 7WW</td>
<td>01376 569 090</td>
</tr>
<tr>
<td>Thomas Norfolk</td>
<td>Daakshini Patel</td>
</tr>
<tr>
<td>Bank Buildings Dental Surgery, 5 Bank Buildings, Sudbury, Suffolk. CO10 2SX</td>
<td>01787 881100</td>
</tr>
<tr>
<td>Olayinka Awolesi</td>
<td>James Cullen</td>
</tr>
<tr>
<td>Arundel House, The Street, Hatfield Peverel, Essex, CM3 2EA</td>
<td>01284 775245</td>
</tr>
<tr>
<td>Sachin Sedani &amp; Nirvair Kaur</td>
<td>Neha Venkat Thummalapenta</td>
</tr>
<tr>
<td>46 North Hill, Colchester, Essex. CO1 1PY</td>
<td>01206 577912</td>
</tr>
<tr>
<td>Des Stott</td>
<td>Takaaki Sato</td>
</tr>
<tr>
<td>Kinnersley House, 56 High Street, Needham Market , Suffolk. IP6 8AP</td>
<td>01449 7200699</td>
</tr>
<tr>
<td>Nick Barker &amp; Hayden Dixon</td>
<td>Saneel Patel</td>
</tr>
<tr>
<td>13a Bromley Road, Colchester, Essex. CO4 3JE</td>
<td>01206 870678</td>
</tr>
<tr>
<td>Maj Thomas Konarzewski</td>
<td>Richard Warmington</td>
</tr>
<tr>
<td>Dental Centre Wattisham, Wattisham Station, IPSWICH, Suffolk, IP7 7RA</td>
<td>01449 728279</td>
</tr>
</tbody>
</table>
Useful addresses

COPDenD
COPDEND Secretariat
Thames Valley House, 4630 Kingsgate, Oxford Business Park South
Oxford
OX4 2SU
Tel: 01865 785518 Web-site: www.copdend.org

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

General Dental Council
37 Wimpole Street,
London.
W1M 8DQ
Tel: 020 7167 6000 Web-site: www.gdc-uk.org

NHS BSA Dental Services
1 St Anne’s Road
Eastbourne, East Sussex.
BN21 3UN
Tel: 0300 330 1348 nhsbsa.dentalservices@nhs.net Web-site: www.nhsbsa.nhs.uk/dentalservices.aspx

Dental Protection Limited
Granary Wharf House,
Leeds.
LS11 5PY
Tel: 0845 561 1010 Web-site: www.dentalprotection.org/uk

Dental Defence Union
One Canada Square,
London.
E14 5GS
Tel: 0800 374 626 Web-site: www.the-ddu.com
Useful addresses

Medical and Dental Defence Union of Scotland
1 Pemberton Row
London
EC4A 3BG

Tel: 0845 270 2034 Web-site: www.mddus.com

Dentists Provident Society
Dentists' Provident
91-94 Saffron Hill
London
EC1N 8QP
Tel: 020 7400 5700 Web-site: www.dentistsprovident.co.uk

Dentists and General Mutual Benefit Society
St James Court,
20 Calthorpe Road,
Edgbaston, Birmingham. B15 1RP
Tel: 0121 452 1066 3 0121 452 1077 Email: mail@dengen.co.uk
Web-site: www.dengen.co.uk

Faculty of Dental Surgery
Royal College of Surgeons of England,
35-43 Lincoln's Inn Fields,
London.
WC2A 3PN
Tel: 020 7869 6754 Web-site: www.fgdp.org.uk

Faculty of General Dental Practice
Royal College of Surgeons of England,
35-43 Lincoln's Inn Fields,
London.
WC2A 3PN
Tel: 020 7869 6754 Web-site: www.fgdp.org.uk

Essex Area Teams
Swift House, Hedgerows Business Park, Colchester Road, Springfield, Chelmsford, Essex, CM2 5PF
http://www.england.nhs.uk/mids-east/mids-east-3/essex-at/

East Anglia Area Team
CPC1, Capital Business Park, Fulbourn, Cambridge, Cambridgeshire, CB21 5XE
## Provisional Calendar 2015 – 2016

### 2015

#### Autumn Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event_DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday 2nd September First Day of Autumn Term</strong></td>
<td>Day Release Course at Ipswich Hospital PGME Trainers present at Ipswich Hospital PGME all day</td>
</tr>
<tr>
<td><strong>Thursday 10th September (9.00am) to Friday 11th September (4.30pm)</strong></td>
<td>FDs to be present for both days. Residential Course for DFT at Ufford Park Hotel—Woodbridge. Trainers to be present from 6.00pm on Thursday 10th September until Friday 4.30pm.</td>
</tr>
<tr>
<td><strong>Monday 2nd through to Thursday 5th November</strong></td>
<td>Day Release Course at British School of Racing, Newmarket. FDs will be allocated one day to attend.</td>
</tr>
<tr>
<td><strong>Friday 4th December Last Day of Autumn Term</strong></td>
<td>Trainers present at Ipswich Hospital PGME all day. Trainers meeting to be held at 1pm.</td>
</tr>
</tbody>
</table>

### 2016

#### Spring Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event_DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8,15,22 &amp; 29th January</strong></td>
<td>Practice Mid Year Visits - date and time to be arranged by TPD.</td>
</tr>
<tr>
<td><strong>Friday 5th February First Day of Spring Term</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Friday 11th March Last day of Spring Term</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Summer Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event_DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday 8th April First Day of Summer Term</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday 26th-Saturday 28th May</strong></td>
<td>BDA Conference (Manchester)</td>
</tr>
<tr>
<td><strong>Friday 8th July Last Day of Summer Term</strong></td>
<td></td>
</tr>
</tbody>
</table>

*These dates are not fixed—notice of changes will be given as soon as it is possible.*