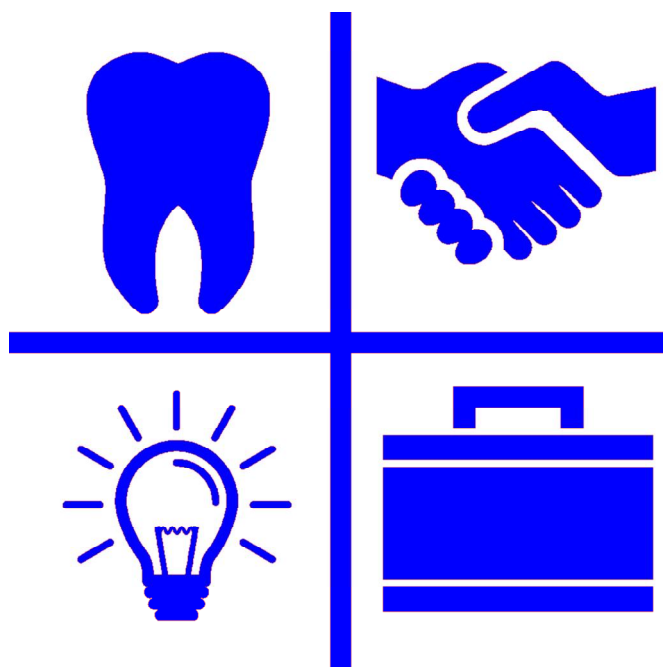


# Ipswich Dental Foundation Training Scheme

Scheme Handbook 2018 - 2019

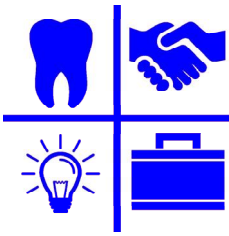


Developing people  
for health and  
healthcare

[www.hee.nhs.uk](http://www.hee.nhs.uk)

Ipswich Postgraduate Medical and  
Dental Education Centre





# Ipswich Dental Foundation Training Scheme

“Welcome to the  
Ipswich Dental  
Foundation Training  
Scheme”

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

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

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

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

# Health Education England

East of England



## Health Education England East of England

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

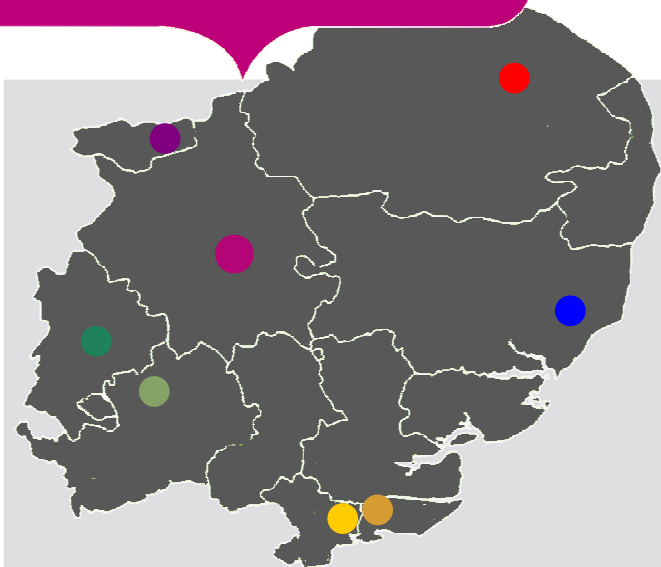
## The Regional Team at Victoria House

### Regional Advisor Dental Foundation Training

**Dr. Peter Cranfield** PhD, BDS, DIC, DGD(UK) PgCertEd  
✉ [peter.cranfield@hee.nhs.uk](mailto:peter.cranfield@hee.nhs.uk)

### Regional Foundation Training Administrator

**Mrs. Patti Bradshaw**  
✉ [patti.bradshaw@hee.nhs.uk](mailto:patti.bradshaw@hee.nhs.uk)



## Dental Foundation Training Schemes and

## Training Programme Directors in East of England

### ■ Basildon

#### Ms Andrea Ogden

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

### ■ Bedford

#### Dr Peter Cranfield

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

### ■ Essex Coast

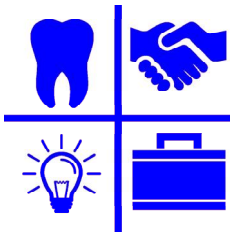
#### Ms Hannah Woolnough

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

### ■ Ipswich

#### Mr. Jason Stokes

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



# Health Education England

East of England

## Postgraduate Medical and Dental Education Centre

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

☎ 01473 702561

💻 [jason.stokes@nhs.net](mailto:jason.stokes@nhs.net)



**Medical Education Manager**

**Mrs. Mary Burgess**

**Dental Administrator**

**TBC**

## Training Programme Director



**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](mailto:jasonstokes@nhs.net)

### ■ Norwich

#### **Mr. Andy Furniss**

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

### ■ Peterborough

#### **Mr. Uday Patel**

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

### ■ Stevenage

#### **Mrs. Elinor Japp**

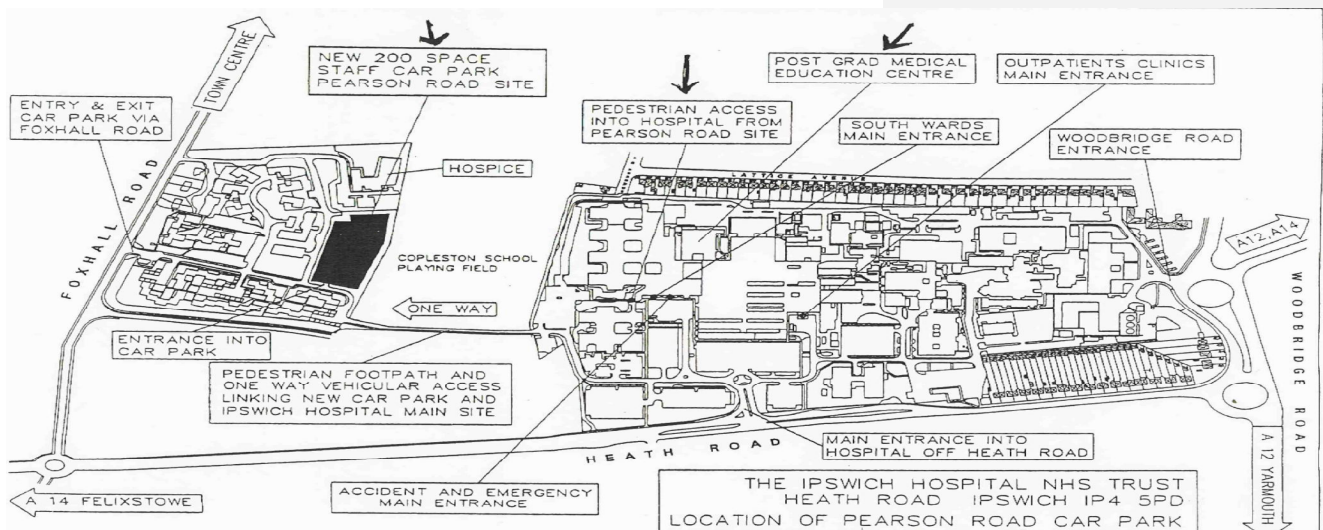
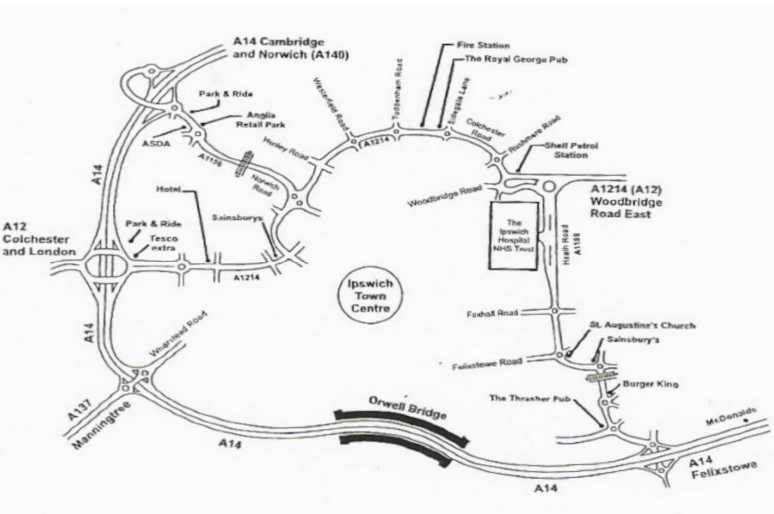
22 London Street,  
Godmanchester,  
Huntingdon,  
Cambs. PE29 2HU  
☎ 07730 532739

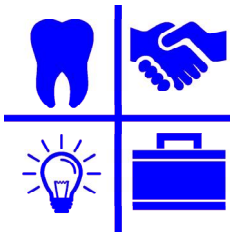
# Ipswich Hospital Postgraduate Medical Education Centre



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 £12 (and this will not be refunded by your NHS England Area Team). We recommend that you park in the Pearson Road Car Park (see map at the bottom of the page). If you park in Pearson Road and cannot get a valid parking ticket—please inform Alison Foreman immediately and ensure she has your car registration number. Alternatively 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.





# Ipswich Hospital Postgraduate Medical Education Centre



**Mary Burgess**

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

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

The Administrator for the Ipswich Dental Foundation Training Scheme is currently being appointed. They will be the primary point of contact for FDs & Educational Supervisors at Ipswich. We will provide you with contact details as soon as the position is filled.

The Postgraduate Medical Education Centre has an excellent range of resources. We have available:

- Main Lecture Theatre (for large events—and where you attended the Local Appointment Event (LAE))
- Seminar Room 2 (SR2)—where most of the sessions for the Day Release Course are held
- IT Skills Room
- Clinical Skills Room (CSR)—this has 12 learner phantom head stations for a wide range of dental skill teaching

There are a range of alternative teaching spaces that we may use throughout the FD year. The Postgraduate Centre also has a Café on site but there are many other catering outlets on the hospital site.

There are a complete range of audio visual aids for our use, and we also have air conditioning in the CSR. The CSR has facilities for teaching all forms of operative dentistry.

The CSR has 12 learner stations and a central teaching station. We endeavour to use this excellent resource throughout the FD year—but especially during the first term when skills development and consolidation are one of our primary educational goals.



# Study Days



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

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

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

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

## Important points to remember

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





# Problem Solving



A problem shared  
is a problem  
halved”

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

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

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

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

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

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

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

## Mr Jason Stokes

☎ Practice: 01603 628963    Mobile: 07703 582210

💻 [jasonstokes@nhs.net](mailto:jasonstokes@nhs.net)

# Expenses Claims



To make a claim for refund of travel and subsistence expenses, you must use FP84T&S Forms which are available from your Training Programme Director. They should be sent to your area Team NHS England and a copy should be retained by you, the dentist.

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

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

- **Travelling Expenses**
- **Mileage Allowance**
- **Night Subsistence**
- **Day Subsistence:**

*Lunch Allowance for absences of over 5 to 10 hours including the lunch period of 12.00 to 14.00 hrs*

*Evening Meal Allowance for absences of over 10 hours including an evening meal and returning after 19.00 hrs.*

Don't forget to keep a copy of each of your claims....

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

You must then copy the form and, keeping the copy, send the original, together with any validating receipts and tickets to your local area team of NHS England.

Once it has been checked and validated, your claim will be paid to your Educational Supervisor as part of the normal practice contract monthly payments and the amount will be paid to you separately from your salary. There is often a delay for this process to happen.

**TRAVEL/SUBSISTENCE DEVELOPMENT & FOUNDATION TRAINING**

Please complete in BLOCK CAPITALS

Particulars of Dentist (please fill in both)

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Area Team: \_\_\_\_\_  
GDC Number: \_\_\_\_\_

Practice Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

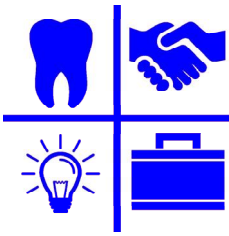
Details of course (please fill in a separate form for each course attended)

Title of course: \_\_\_\_\_  
Venue of course: \_\_\_\_\_  
Date of course: \_\_\_\_\_  
Date: \_\_\_\_\_  
Length of course (hours): \_\_\_\_\_

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

\*Delete As Appropriate  
19 August 2013

Receipt: SA 07 JUN 08:48



# Travel and Subsistence

## Night Subsistence Allowances

Actual expenses incurred, subject to a maximum of:

**£55.00** (*receipts required*)

**£25.00** (*non-commercial*)

Meal allowance for 24hrs:

**£20.00**

## Day Subsistence Allowances

For absence of 5 - 10 hours (*including the lunch time 12.00-14.00*):

**£5.00**

For absence of over 10 hours (*including supper, return after 19.00*):

**£15.00**

## Mileage Allowances

For each mile:

**24.0 pence per mile**

Passenger allowance (*per passenger attending same course*):

**2.0 pence per mile**

Public Transport

**2nd Class Fare** (*ticket / receipt required*)

# Educational Supervisors and Foundation Dentists



**Tom Norfolk**

Bank Buildings Dental Surgery, 5 Bank Buildings, Sudbury, Suffolk. CO10 2SX



**Bernadette Ssentogo**

☎ 01787 881100



**Sachin Sedani**



**Thomas Ellis**

46 North Hill, Colchester, Essex. CO1 1PY



**Robert Devine**

☎ 01206 577912



**Dan Evans**

Hooker House, Quay Street, Halesworth IP19 8EP



**Roy Yeo**

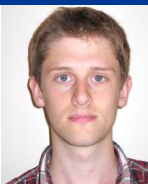
☎ 01986 872113



**Jill Geaney**



**Kate Pearce**



**Richard McCormick**



**Elizabeth Cockerton**

Wedgwood House Dental Practice, 100 Bury Street, Stowmarket, Suffolk. IP14 1HF

☎ 01449 771700



**Des Stott**

Kinnersley House, 56 High Street, Needham Market, Suffolk. IP6 8AP



**Shyam Mehta**

☎ 01449 7200699



**Mark Davis**



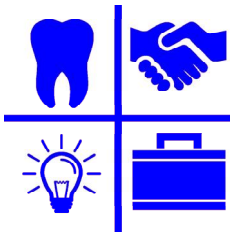
**Ashley Pettit**

Capel Dental Surgery, 63 Thornley Road, Capel St Mary, Ipswich. IP9 2LL



**James Bellamy**

☎ 01473 311130



# Educational Supervisors and Foundation Dentists



**Hayden Dixon**  
**Nick Barker**

13a Bromley Road, Colchester, Essex. CO4 3JE



**Catherine Black**

☎ 01206 870678



**Anup Ladva**

Braintree Dental Studio. 4 The Square, Notley Green, Great Notley, Braintree, CM77 7WT



**Shayan Dadkhah**

☎ 01376 569090



**Yinka Awolesi**

Hatfield Peverel Dental Surgery, The Street, Hatfield Peverel, CM3 2EA



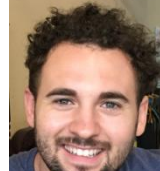
**Saranya Konathaia**

☎ 01245 380 360



**Cheerag Raval**

Tavern Street Dental Practice, 5 Tavern Street, Stowmarket, IP14 1PJ



**Alexander Scott**

☎ 01449 612181



**Amit Patel**

Bentalls Shopping Centre, Colchester Rd, Heybridge, Maldon CM9 4GD



**Salman Sheikh**

☎ 01621 851003



**Jim Scott**

Dental Centre Wattisham, Wattisham Station, IPSWICH, Suffolk, IP7 7RA



**Kathryn Trinick**

☎ 01449 728279

# 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)