Norwich

Foundation Training Scheme for General Dental Practice

Autumn Term
4th September — 11th December 2015

Norfolk and Norwich Institute for Medical Education
Norwich Foundation Training Scheme

Norfolk and Norwich Institute for Medical Education

Norfolk and Norwich University Hospital NHS Trust, East Atrium, Colney Lane, Norwich. NR4 7UY

Director of Postgraduate Dentistry (Health Education England—East of England)
Mr. Alex Baxter BDS MMEdSci FDSRCPs (Glasg), FDS (Rst Dent), RCPS

Postgraduate Dental Tutor
Mr David Tewson BDS MSc Lond, D.ORTH M.ORTH FDS RCS ENG, FDS RCS Edin

Postgraduate Dental Centre Manager
Mrs. W Wood

Dental Administrator
Awaiting Appointment

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

Dental Team Leader
Ms Liz Hope

Regional Foundation Training Administrator
Mr Matt Ansell

Foundation Training Advisor
Norwich Scheme

Norwich Scheme

Programme published by
Postgraduate Dental Education
NANIME
Colney Lane
Norwich

Norwich Foundation Training Scheme – Autumn Term 2015
Norwich Foundation Training Scheme – Autumn Term 2015

Friday 4th September
- Introduction and Welcome
- Professional Development—What is it all about?
- Keeping Records and Completing the Paperwork; a necessary evil?
  
  *Bob Champion Building Room 16*

Friday 11th September
- Clinical induction and skills review
- ESPR and Peer review exercises

  *In practice with buddy practice*

Thursday 17th September
- Dental Defence Union Presentation
- The NHS - The way we work
- Referrals and what to do with them

Friday 18th September
- Meet the trainers / working together
- Clinical Photography

  *Park Farm Hotel, Hethersett*

Friday 25th September
- No Course—Work in Practice

Friday 2nd October
- Hands on Oral Surgery Day

  *Education Centre, Room 9 & Skill Laboratory*

Friday 9th October
- No Course—Work in Practice

Friday 16th October
- Joint Trainer / VDP Day
- Looking at Cases - case based discussions

  *Bob Champion Building Room 16*
Autumn Term 2015

Friday 23rd October
Safeguarding Children
Prescribing in Practice

Bob Champion Building Room 16

Friday 30th October
Medical Emergencies in Practice
Personal Financial Planning

Bob Champion Building Room 16

Monday 2nd to Friday 6th November
Cascade Theatre

British School of Racing, Newmarket

Friday 13th November
NHS Complaints procedures and handling of complaints.
Dental radiography in Practice

Bob Champion Building Room 16

Friday 20th November
Perio in Practice
Peer review of Foundation Skills

Bob Champion Building Room 16

Friday 27th November
Vital crowns

Education Centre, Room 9 & Skill Laboratory

Friday 4th December
Careers Advice Day

Bob Champion Building Room 16

Friday 11th December
Hands on Endodontic’s Day

Education Centre, Room 9 & Skill Laboratory
Morning Session

9.30 Introduction and Welcome

Andy Furniss

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.

Learning Outcomes
At the end of the session we should all know a lot more about the members of the group and their interests. We should also have a knowledge of their practice and Trainer

11.00 Coffee Break

11.15 Nuts and Bolts of VT

Andy Furniss

In this session we shall look at how Vocational 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.

12.30 Lunch

THINGS TO BRING
1 Scheme Handbook and Autumn Term Programme
2 Pen and paper
Afternoon Session

**13.30 Professional Development - What is it all about?**

Andy Furniss

*This is the start of a year of Vocational Training, a year of Professional Development. What is the year for, and why is it felt to be so important that it is mandatory? During the afternoon we shall look at many of the aspects of the year and try to determine what each of us hopes to achieve.*

**Learning outcomes**

*We shall try to see how we can maximise the benefit that each of us gains from the year of VT experience.*

**15.15 Keeping Records and Completing the Paperwork; a Necessary Evil?**

Group Discussion

*How do we each cope with the record keeping, paperwork and forms associated with the NHS that are such a necessary part of general dental practice? Which forms do we use at which time? Just what records are necessary? Who writes them? Who reads them? Are there any hints that we can pass on to each other?*

**Learning outcomes**

*Learning about other people’s experiences should help us in formulating better responses to our own experiences.*
Morning Session

10.00 Clinical Skills Assessment

Aims
- To meet up with you buddy practice—Trainer and FD and have a practice / surgery based skills day to refresh skills that you developed at dental school and will be using fairly regularly in the first few months of your foundation year.
- To use the day as a peer review exercise and discussion
- To set up an early stage personal learning plan to focus on areas that need development

Morning Session

- To carry out a full patient examination (on other FD, trainer or Nurse) E/o, I/o hard and soft tissue, Charting, BPE, Occusal assessment, and caries diagnosis.
- To put on computer system - to see what computer templates are available / help make full notes
- Work with nurse to enter records.
- To Investigate x-ray holders for Bw’s and Pa x-rays, position in mouth, and line up x-ray tube. Investigate and place endo x-ray holders.
- Review, interpret, and grade 3 sets of Bw’s you are provided with.
- Review, interpret, and grade 3 Pa x-rays you are provided with.
- Take upper and lower alginate impressions—Tray selection, mix and grade impression. Write up lab sheet.
Afternoon Session

Afternoon session

On extracted teeth
- Prepare a single surface cavity, remove the caries and place an amalgam filling
- Prepare a multi-surface cavity, remove the caries and place an amalgam filling
- Prepare a multi-surface cavity and place a composite filling
- Cut an access cavity for endo on a premolar tooth and locate the canal(s)
- Cut an access cavity for endo on a molar tooth and locate the canals.

On an individual:
- Place a matrix band and wedge in the mouth
- Rubber dam placement on a premolar and/or molar tooth.

Learning Outcomes

- To feel confident in undertaking a patient examination and assessing radiographs.
- To be able to take satisfactory impressions
- To be able to demonstrate and carry out fillings.
- To be able to place rubber dam in a reasonably efficient manner
- To be able to open a tooth and locate the root canals.
- To write up with your trainer your experiences and learning points—strengths and weaknesses from the day
- To write up a learning plan for the next 2/3 weeks
Our Residential Induction Course is being held at the Park Farm Hotel. We start the course at 9.30 am on Thursday, and we shall finish 5.00 pm on Friday. Everyone has an individual room reserved for them and all meals will be provided. The Trainers will be joining us late on Thursday afternoon and will be with us all day Friday.

- FD’s will be staying at the Hotel on the evening of 17th September -
- Trainers will be joining us for dinner and staying at the Hotel on the evening of 17th September
- Attendance at the Induction Course is a mandatory part of the VT Scheme - any failure to attend must be cleared with your VT Adviser.

**From the South via A11**
- Pass the first exit for Wymondham, signed for Wymondham, Morley and Besthorpe.
- Pass the next exit for Wymondham, signed B1135 to Wymondham, Bungay and Industrial Estates.
- Take the exit signed B1135 to Dereham, Hethersett and Wymondham.
- Cross the roundabout towards Dereham/Hethersett, passing the Waitrose Store.
- Turn Right at the second roundabout onto the B1172 towards Hethersett and Norwich.

**From the West or North via A47**
- Leave the A47 dual Carriageway at the junction signed to A11, Thetford, Newmarket and London.  
  *Do not take the exit to the A11 from the roundabout.*
- Take the exit onto the B1172, towards Hethersett and Wymondham.  
  The Hotel is 2 miles on the left.

Leave Norwich on the A47 towards Swaffham. Take the B108 (on the left hand side) towards Barnham Broom. The Hotel is also signposted from the A47 on brown signs.
Morning Session

09.30 Arrival, Registration and Coffee

9.45 Welcome, Introduction and Housekeeping

Andy Furniss

9.50 Defence Union Presentation

Mr Bryan Harvey

We will look at the system that we work in paying particular attention to the forms we use, the Dental Practice Board, the rules and regulations, Dental Reference Offices, Dento-legal matters and record keeping.

Learning outcome
To have an introduction to the nhs system and to build up an outline knowledge of the framework that we all work in. It will also give an overview of some of the grey areas so that you are aware of some areas that it is easy to misinterpret. Hopefully at the end of the session you will be better prepared for early practice life.

10.45 Tea Break

11.00 Dental Defence Union Presentation Continued

Mr Bryan Harvey

12.30 Lunch
13.30 am  How do we work—What are our the basic rules.

Nick Lamb—General dental Practitioner / Past Trainer /
Dental Practice Adviser - NHS England

During this session we will look at the basic regulations we work under, some of the treatments we provide and look at some of the issues around the bands. We will also look at what is urgent treatment and what is routine treatment and when you should apply which uda band and appropriate charge.

We will also look at the issue of nhs / private treatment and the difficult issue of mixing and what you must do / provide for the patient

Learning Outcomes.

By the end of the session to have a better understanding of the regulations we all work under and a basic knowledge of some of the things that have to be done so that we don’t fall fowl of the system
Thursday 17th September
Park Farm Hotel

Afternoon Session

4.00 pm  What can we refer?
How can we refer?
Where do we refer?
What should we expect to do with Trainer supervision

During this session we will look at the what you need to do for referral of patients to another nhs provider for treatment you can’t do.

5.15 pm  How was the FD year for us?
The Norwich scheme  Jessica Maskell and Jaspreet Ahitan

6.15 pm  Close
Friday 18th September
Park Farm Hotel

Morning Session

9.30 pm  Working Together
Andy Furniss

Trainers are very important to VDPs and vice-versa. What are our responsibilities to each other. What are our expectations and what can we achieve together? How can we make our relationship one that is beneficial to both parties? What do we do when things do not run smoothly? Who can provide help and advice within the practice?

This morning we shall have a chance to develop and practise team communication skills in practical ways.

Finally we shall spend some time considering monitoring within general practice. This is always a difficult area and sharing experiences can be very helpful.

**Learning outcome**

Today we aim to look at our joint relationships and gain experience and skill in some practical steps of problem solving. We shall also attempt to understand more fully the use of the Portfolio within the practice.

*During the morning we shall look at*
*Using the epdp*

**Look at our expectations of the assessment tools -**
*Case based discussions*
*Evaluation of Dental procedures*
Afternoon Session

13.30 **Practical Clinical Photography.**

*A chance to put your finger on the button!*

Denver Fester  
General Dental Practitioner & Trainer

Bring along your cameras, now it is your turn to find out how to record for posterity your patients’ smiles and frowns, their problems and your answers.

**Learning outcome**

During the session everyone will be able to learn the basics behind simple but effective clinical photography, and to try their hand at producing examples. The techniques learnt will be helpful not only for helping to record and assess patients’ needs, but also in the preparation of YOUR project work. This is a

---

**THINGS TO BRING**

1. Camera if you have on / or the practice camera.
Friday 25th September

No Day Release
Course -
Work In Practice
Friday 25th September

No Day Release
Course -
Work In Practice
Morning Session

9.30  Hands on Oral Surgery

John Hare
General Dental Practitioner

Looking at case selection, planning and treatment techniques.

Learning outcome
To look at our current skills and to develop these to feel more able to deal with difficult extractions and surgical techniques when necessary. To also know our limitations and so when to refer.

11.00  Coffee Break

11.15  Hands on Oral Surgery Continued
A Question of Access (BPMF)

12.45  Lunch

THINGS TO BRING
1  Sutures
Afternoon Session

13.45 Hands on Oral Surgery Continued

A chance to have a go at:
- Flap Design
- Bone Removal
- Suturing

15.30 Hands on Oral Surgery Continued

- A chance for more practice
- Round up of the day

16.30 Close
Friday 9th October

No Day Release
Course - Work In Practice
Friday 9th October

No Day Release Course - Work In Practice
Joint Trainer and VDP Day

9.30 Treatment Planning and Looking at Cases

Trainers and VDPs

*Treatment planning is not an exact science, it is an expression of experience and knowledge in response to a perceived clinical situation. Each of us may see a problem in a manner that is different from our colleagues. Each of us will have different solutions to the problems. What we actually end up doing for our patients, once the treatment plan has been formed, will differ for each of us.*

*Today we look at models and radiographs, and then decide on treatment plans and costings. The fun comes when we compare notes!*

**Learning outcome**

To look at treatment planning the whole patient and the situation in the mouth. To relate this to causation and methods of prevention. To work out a realistic plan for the patient.

11.15 Coffee Break

11.30 Treatment Planning Continued

12.45 Lunch

**THINGS TO BRING - VDP’s**

1. A case of your own to discuss.
2. Notes / x-rays and models / photographs if available

**TRAINERS WILL BRING**

1. At least two cases (notes / x-rays and study models and photographs if appropriate) to discuss during the day
Joint Trainer and VDP Day

**13.30 Treatment Planning Continued**

During the afternoon we will continue to look at cases and discuss those causing some concerns either in the planning, or how to claim, or how to get patient acceptance, or any other issue around the case.

**16.45 Close**

Please note
During the day each FD will have a short one to one interview with the TPD to discuss their start in practice and the FD year.
Morning Session

9.00 am  Safeguarding Children – Level 2 training

Jane Black - safeguarding Lead Norfolk
Mark Glover—safeguarding lead Norfolk and Waveney

Aims

- To clarify the legal and professional framework
- To explore duties, responsibilities and local procedures
- To understand indicators of harm

Learning Objectives

- To understand the legal and professional framework
- Recognise duties, responsibilities and understand local procedures and how to apply them
- Be able to recognise indicators of harm and professional duties if harm is suspected.
Afternoon Session

13.30 Prescribing in Practice

Einar Williams
General Dental Practitioner / Trainer

This session we will look what to prescribe and when, what is justified and NHS and Private prescriptions.

Learning outcome
To have an understanding of what we can prescribe and when. Also to refresh our knowledge as to when it is appropriate to prescribe.

By the end of the session we should all be happy about filling in our prescription pads.

To be able to start work on the foundation skill on prescribing

THINGS TO BRING

1 BNF / Other prescribing information
2 The Scottish Dental Clinical Effectiveness Programme guidelines on Prescribing
3 The Faculty of GDP guidelines on Prescribing
9.30pm  Medical Emergencies in General Dental Practice

BY Training.

Resuscitation in practice is a skill that we all must have, and yet one that we all hope never to need. To carry out effective resuscitation, correct diagnosis of the cause of collapse must be made and then the correct techniques employed. Also, training of our practice staff is an essential part of resuscitation.

Learning outcome
This is a ‘hands on’ session for all to enable us to practice our skills and understand how to use them in a team situation.

Skill—Medical Emergencies
Learning Objective
To bring together the evidence required for the Medical Emergency Foundation Skill Module.

Education Outcome
By the end of the session, to have the knowledge for the reflective log for the foundation Skill Module and to have a full understanding of the possible emergencies in Practice.
13.30 Essential Financial Planning for Young Dentists

Mr. Richard Keeler / Lucy Bagley
Accountant

A look at your pay slip.
What does the top line say and what do you take home.
What are the deductions and why.

When sickness or accident happens who pays the bills? Who pays for the locum? When the practice is burnt down, who pays up? This is an introduction to the need for Insurance and the means of obtaining it.

Learning outcome
To understand your payslip as an employee
To understand and rationalise your present insurance needs.

Superannuation in Easy Stages

The vast total of up to 13.5% of our gross NHS earnings disappears as Superannuation contributions. Where does it go to and what does it do? Can anything else be done with it? Should anything else be done?

Learning outcome
This session will provide information which will guide you in your future financial planning and decision making.

THINGS TO BRING

- Any queries you have with your payslips
- Any other financial questions
Monday 2nd to Friday 6th November
British School of Racing, Newmarket

Morning Session  9.30 – 12.30

Session A  Communication Skills with Cascade

Communication is one of our most important tools in general dental practice. We need to know what our patients want, feel, believe, wish for and fear. We need to be able to tell them about our plans, our hopes, our skills and our procedures. Good communication skills can change practising life beyond recognition. Today through the use of drama, Cascade will help us to improve these skills.

Learning outcome
We should all feel more confident in communicating well with our patients, and colleagues, have a greater repertoire of techniques available, and a better understanding of the theory involved.

• This week is a series of one day presentations by the Cascade Company. This involves all of the seven VT Schemes in East of England Deanery.

• On each day two or three members of each Scheme will be present at Newmarket.

• You will have the chance to meet and interact with members of the other Schemes in a small group setting.
Afternoon Session  13.30—16.30

Session B  Communication Skills with Cascade – Part 2
            Cascade Company

Monday 2nd to Friday 6th November
British School of Racing, Newmarket
Morning Session

9.30  Complaint Handling and NHS Complaint Procedures

Learning outcome - by the end of the session you should have an understanding of how to deal with issues in the practice situation, how to try and resolve issues locally, and what happens if issues / complaints go outside the practice, and who gets involved.

Einar Williams

11.15  Coffee Break

11.30  The Complaints procedure and what happens with private complaints?

12.45  Lunch

THINGS TO BRING

1  A case or cases where you have had a complaint or potential complaint that
Afternoon Session

13.30pm Dental radiography and a Look at the Foundation Skill in Radiography

A session to look at dental radiography in practice and to discuss some of your own x-ray results so that we can try and achieve high quality results nearly all the time.

Also in this session, we will look at the radiography foundation Skills Module in relation to the evidence that needs to be collected and the reflective write up to complete the module.

Andy Furniss

3.00 pm X-ray Audit

**Education Outcome**

By the end of the session, to have a good understanding of the audit cycle and also to have a good knowledge base to complete the Radiography Key Skills section.

---

**THINGS TO BRING**

1. 10 sets of x-rays that you have taken and had some sort of quality issue with so that we can all share our results.
2. Information from your practice about dental radiography that might be relevant to the foundation skill portfolio.
09.30  Perio in Practice

D Fester  (GDP with interest in perio)

This session will explore the most effective treatment planning and management strategies for our patients with a periodontal problem.

Learning outcome
Following this session the participants should be able to screen effectively for periodontal disease, understand its aetiology and risk factors and treatment plan their patients efficiently. They should also understand about the use of PCD’s — Hygienists and Oral Health Educators and how they can help us with these patients.

Trainers

There will be a trainers meeting this morning starting at 9.45 am—all trainers to attend Room 10 A The Bob Champion Research and education centre.
Foundation Skills Peer Review

Trainers to attend

Aims
- To review each others work at the end of the first term
- To assess how you are doing against the Foundation Skills brief
- To discuss any areas of concern or difficulty

Learning outcomes
- By the end of the session to feel confident about all the foundation skills and progress to date
- To have a clear objective of what has to be done during the second and third terms to achieve completion
Friday 27th November
Education Centre, Room 9 & Skills Lab

Morning and Afternoon Session

9.30  Hands on Look at Crown Preparation  Mike Kelly

During the session we will be looking at how to prepare those broken down teeth that we have to work on rather than those ideal teeth that appear in text books and on phantom head courses.

Learning Outcomes
The session looks at the features we use in designing and preparing different types of crown to keep them on and to make them look natural, as well as fit in with the rest of the occlusion.

11.15  Coffee Break

11.30  Crown work continued

12.45  Lunch
Morning and Afternoon Session

13.30  Crown work continued

16.45  Close

THINGS TO BRING

1  6 extracted teeth with fairly large fillings, mounted in plaster so that you have a variety of teeth to work on. (Anterior, Premolars and Molars please.)
Morning Session

9.30  Career Options in Dentistry
      Nick Lamb

Learning outcome
To look at the various career options and how they can be accessed. We will also investigate how to keep your options open and what postgraduate study may be required.

10.45  Coffee Break

11.00  The Performer Position
      Nick Lamb

What is it?
What is its legal position?
What do you need to think about?
Contracts?

Learning Outcome
To understand the position of performer, what it means and who is responsible for what. What do you need to look out for when taking a position and why you need a contract?
Friday 4th December
Bob Champion Building Room 16

Afternoon Session

13.30  What is life like as an DCT / Staff Grade?
      Rachel Lamb / Caroline Westley

14.30  Dental Core Training (DCT1)
      Bejal Godhania
      Why do it
      The application process
      The regional interview

15.30  The Area Team, Your Provider and You
      What is everybody’s relationship to each other
      Who is responsible for what?
      How does it affect your activity / uda target etc.

16.30  Close
Norwich Foundation Training Scheme – Autumn Term 2015

Morning Session

9.30 Endodontics

David Shuster
General Dental Practitioner

The treatment of the root canal in general dental practice seems to produce a large amount of discussion, conflict, debate and worry. Endodontics has taken on the mantle of being a speciality in itself, and yet it is essentially an extremely simple process. Today we hope to obtain ‘hands on’ experience in many techniques that will enable us to offer endodontic therapy to our patients of higher standards. Part of the aim of the day is for each of us to try to establish the narrow path between practicality and theoretical possibility. The economics of general dental practice within the NHS must not allow us to be pushed into patterns of treatment that are not effective.

Learning outcome
To look at how our endodontics is going and to look at ways of improving it without having to spend a fortune. How can we make life easier for ourselves?

THINGS TO BRING

1. Several extracted teeth (Molars and premolars) and your root canal treatment instruments so that we can help you with the equipment that you have available.
2. This equipment is essential for the day’s work
Afternoon Session

13.45 Endodontics Continued

- Instruments
- Filling Techniques

15.15 Endodontics Continued

16.30 Close
Speakers
Autumn Term 2015

J Hare
GDP
Guildhall Dental Practice
85 Guildhall Street
Bury St Edmunds
Suffolk

E Williams
GDP & Trainer
Bradwell Medical Centre
Beccles Road
Bradwell
Great Yarmouth
NR31 8HB

D Shuster
GDP
Island house Dental Surgery
2 Station Road
Woodbridge
Suffolk
IP12 4AU

B Harvey
Dental Defence Union
230 Blackfriars Road
London.
SE1 8PJ

Richard Keeler / Lucy Bagley
Lovewell Blake (Chartered Accountants)
Sixty Six
North Quay
Gt Yarmouth
NR30 1HE

Cascade Theatre Company
PO Box 70
Truro
TR4 9YF

N Lamb
GDP & Past Trainer
Island house Dental Surgery
2 Station Road
Woodbridge
Suffolk
IP12 4AU

Denver Fester
GDP & Trainer
Thorpe Dental Centre
Mary Chapman Close
Dussindale
Norwich
NR7 0UD

Y Sayer
B Y Training
Smithfield Lodge
Bernard Close
Rackheath
Norwich
NR13 6QS

Caroline Westley
Dentist
Oral Health Department
NNUH
Colney Lane
Norwich
Norfolk.

Bejal Godhania
Dentist (DCT1)
Oral Health Department
NNUH
Colney Lane
Norwich
Norfolk.
Jessica Maskell
GDP
Thorpe Dental Centre
Mary Chapman Close
Dussindale
Norwich
NR7 OUD

Jaspreet Ahitan
GDP
Corton Road Dental Practice
1 Corton road
Lowestoft
Suffolk
NR32 4PH

M Kelly
GDP and TPD
Health Education Kent Surrey and Sussex
7 Bermondsey Street
London
SE1 2DD

Rachel Lamb
Dentist (Staff Grade)
Oral Health Department
NNUH
Colney Lane
Norwich
Norfolk.

Jane Black
Designated Safeguarding Nurse
Norfolk Safeguarding Children
Room 60
Lower ground Floor
County Hall Martineau Lane
Norwich
NR1 2DH