

Norwich Dental Foundation Training Scheme

Scheme Handbook 2016 - 2017



Developing people
for health and
healthcare

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Norfolk and Norwich Institute for Medical Education



Norwich Dental Foundation Training Scheme

“ Welcome to the
Norwich 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 the Norfolk and Norwich Institute for Medical Education

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.

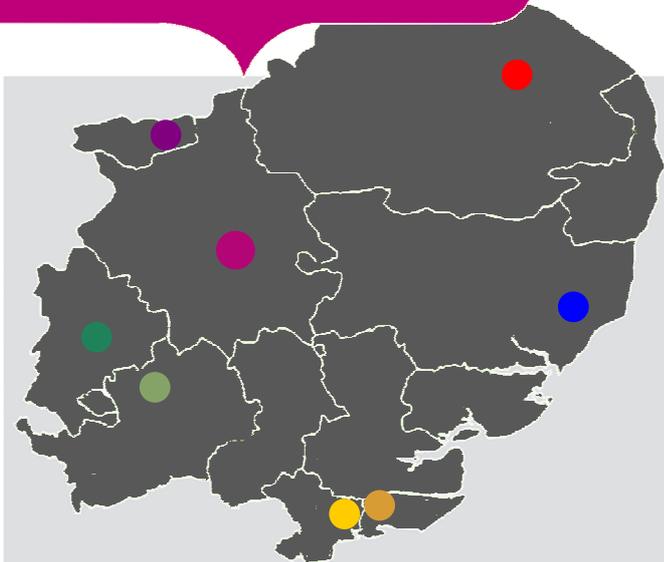
Health Education England

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

Director of Dental Education

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✉ alex.baxter@nhs.net

Regional Advisor Dental Foundation Training

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✉ pcranfield@nhs.net

Regional Dental Education Facilitator

Ms. Elizabeth Hope
✉ elizabeth.hope@nhs.net

Regional Foundation Training Administrator TBC

✉ tbc

Dental Foundation Training Schemes and

Training Programme Directors in East of England

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☎ 01375 675710

■ Bedford

Dr Peter Cranfield

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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

Norfolk and Norwich Institute for Medical Education

Norfolk and Norwich University Hospital NHS Trust,
Education Centre Colney Lane,
Norwich. NR4 7UY



☎ 01603 286857 📠 01603 286779

Postgraduate Centre Manager

Mrs. Carol Lucas

📧 carol.lucas@nnuh.nhs.uk

Dental Administrator

Mel Minns

📧 melanie.minns@nnuh.nhs.uk



Training Programme Director

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Mobile: 07702 555960

📧 andyfurniss@nhs.net

■ Norwich

Mr. Andy Furniss

57 Southlands,
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PE37 7PF
☎ 01760 721385

■ Peterborough

Mr. Uday Patel

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

■ Stevenage

Mrs. Elinor Japp

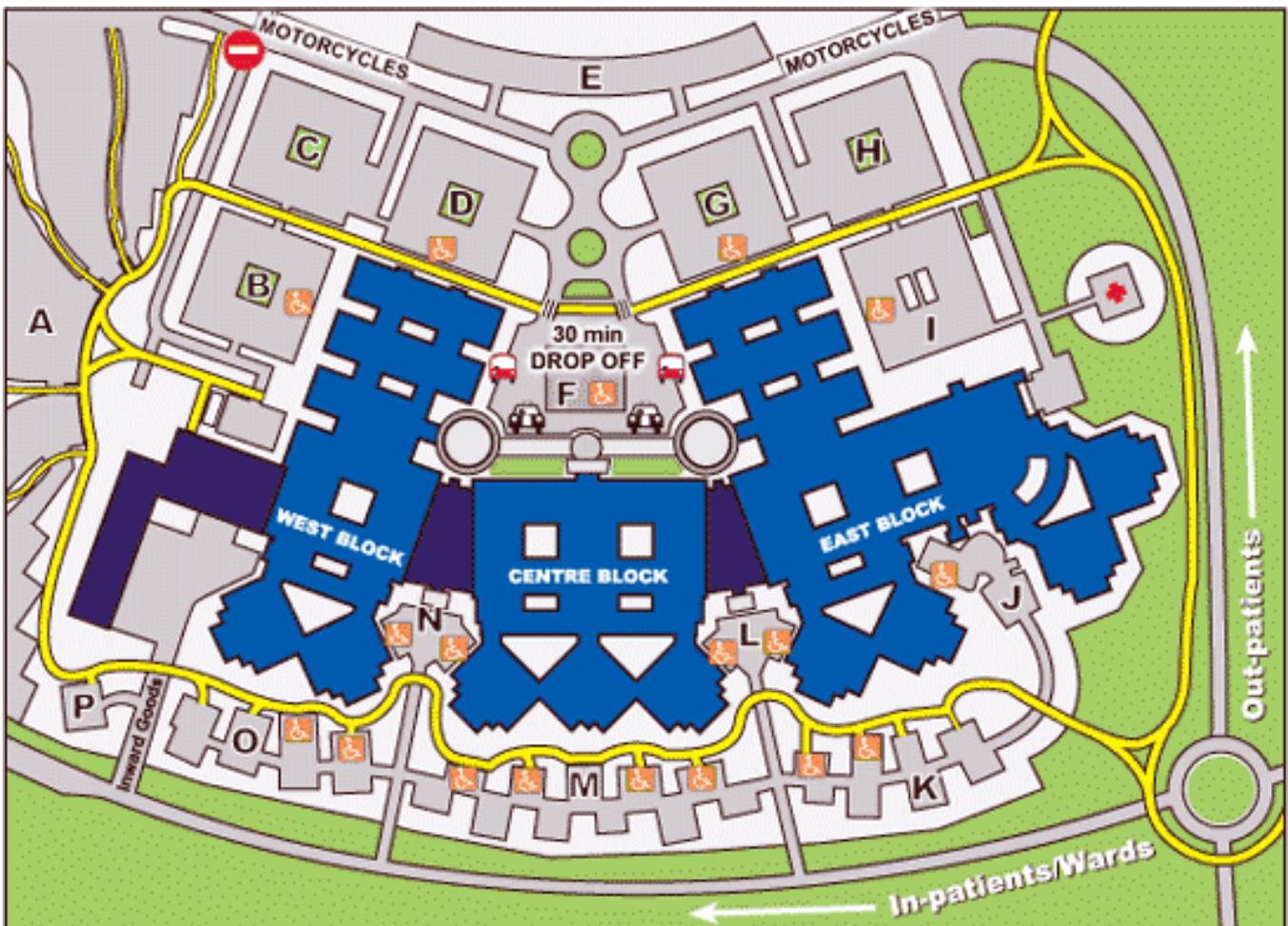
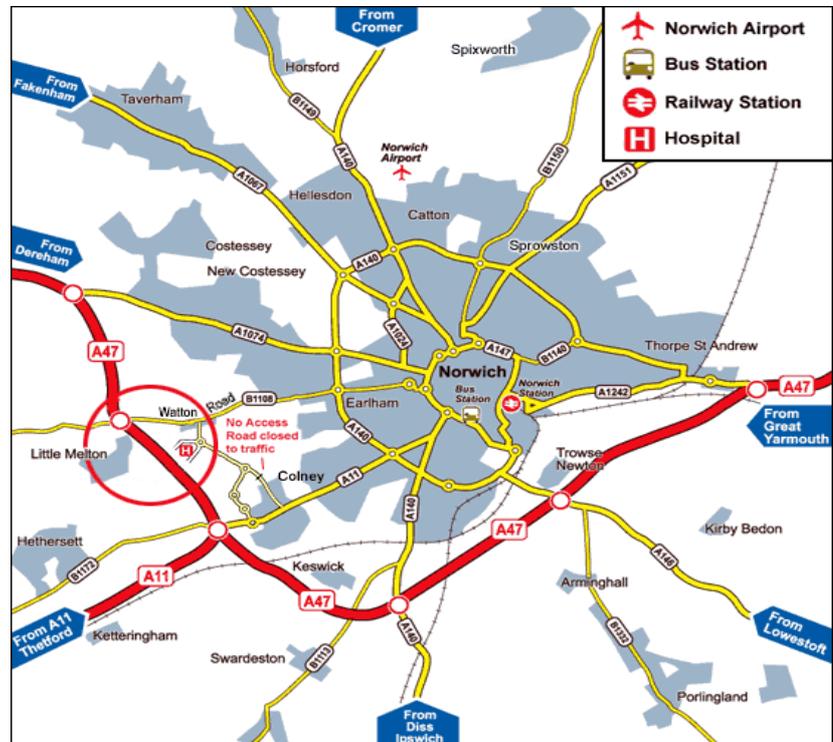
22 London Street,
Godmanchester,
Huntingdon,
Cambs. PE29 2HU
☎ 07730 532739

Norwich Education Centre and Bob Champion Research and Education Building



The Education Centre is located in the Bob Champion Research and Education Building. The Hospital is served by local buses and a Park and Ride facility. By road enter the hospital complex via the B1108.

Car parking is available at the hospital. The nearest parking area to the Education Centre is the car park just above the education centre. The car park is a public car park and you have to pay.





Norwich Education Centre and Bob Champion Research and Education Building



Our Dental Centre Manager is Carol Lucas. She is responsible for the running of the Postgraduate Dental Education Centre in Norwich.

Mr Stuart Malone is the Technical Skills Laboratory Manager. He is responsible for the running of the Dental Skills Laboratory and will ensure the smooth running of your practical sessions.



The Norfolk and Norwich University Hospital opened its doors to the first patients in November 2001. Occupying a 63-acre site close to the University of East Anglia and on the Norwich Research Park, the 989-bed acute hospital is designed to meet local healthcare needs for many years to come.



The Education Centre has excellent teaching facilities. It has its own Dental Skills Laboratory, where practical sessions are held, and seminar rooms.

The Dental Foundation Scheme has recently moved for the majority of its sessions to the new Bob Champion Research and teaching Centre which is a joint venture between the UEA and the NNUH

This has given the scheme very modern teaching facilities with the latest in projection and visualizer facilities. Also the clinical skills lab in the education Centre was completely updated during late 2014 giving modern dental manikins to work on.



The Sir Thomas Browne Library



The multidisciplinary library service is available to all FDs and Trainers. The library is situated in the Education Centre and consists of approximately 10,000 books and 290 journal titles. Registered readers may borrow books, and charges are made for overdue items. Journals are for reference only. In addition, photocopies and books may be obtained from other libraries such as the British Medical Association, Royal College of Surgeons and British Library although a charge may be made for this service. The library can undertake Medline literature searches. Any articles of interest can then be photocopied for your information (there is a small charge for this service).



We are constantly updating the content of the library and would welcome any request for the possible purchase of new publications to improve the facilities.

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 Norfolk and Norwich Institute for Medical Education, 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. Andy Furniss

☎ Practice: 01760 721385 Home: 01362 820125 Mobile: 07702 555960 (Preferred)

📧 andyfurniss@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





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*)

Form for each event/day

FPD4
NHS General Dental Practitioners Only

EXPENSES FOR CONTINUING PROFESSIONAL FOUNDATION TRAINING COURSES CLAIM FORM

Return this form throughout and send it to your *NHS England/Area Team/HEE/LETB (delete as appropriate)

Home and practice address

Dr Mr Mrs Ms Other

Dentist's Performer No. _____

Home Address: _____

Post Code: _____
Telephone No: _____
Mobile No: _____

(circle one)

BEDFORD MEDICAL INSTITUTE,
BEDFORD GENERAL HOSPITAL,
NHS TRUST,
AMPHILL ROAD,
BEDFORD,
MK42 9DJ

Health Education East of England

NHS

REMEMBER TO RETURN

Educational Supervisors and Foundation Dentists



Mrs Helen Yazdian Tehrani

Beech House Dental Surgery, 56 High Street, Dereham, Norfolk, NR19 1DR

☎ 01362 692044



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School of Dentistry
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Mr Vibishan Venukumar

School of Dentistry
Kings College London



Mr. Hernan Morillo

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University of Bristol



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Miss Lin Du

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Educational Supervisors and Foundation Dentists



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Mr Ben Warminger



Miss Nihari Shah
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University of Leeds

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Miss Carla Martins



Mr William Gate
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Mr. Dan Evans



Miss Emma Houlston
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University of Leeds

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Ms Sue Plummer
Mr Adam Levene



Miss Sarah Kilgour
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University of Newcastle

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and Greyfriars, 8 Queen Street, Great Yarmouth , Norfolk, NR30 2QD

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Mrs Kayleigh Flint



Mr Danny Watts
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University of Central Lanca-
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☎ 01502 567519



Mrs Amy Schiller
Mrs Ganga Allen



**Miss Cynthiya Vive-
kananthan**
Peninsula School of Medicine
and Dentistry
University of Plymouth

Blomfield House Health Centre, Looms Lane, Bury St Edmunds, Suffolk. IP33 1HE

☎ 01284 775245

Calendar 2016 - 2017



2016

Friday 2nd September

First Day of Autumn Term

Study Day at Norwich Bob Champion Research and Education Building

Monday 5th—Friday 9th September

Clinical Skills exchange day—one day that week with buddy practice

Thursday 15th September (to

Friday 16th September

Residential Course for Trainees at Park Farm ,Hethersett. Educational Supervisors to be present from 5.00 pm Thursday 15th September until end of Friday 16th

Friday 23rdSeptember

No Study Day - FDs work in practice.

Fridays 14th October

No Study Day - FDs work in practice.

Friday 4th November

Treatment planning session with Educational Supervisors plus early stage review meetings with TPD.

Monday 7th to Friday 11th November

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

Friday 25th November

educational supervisors present at Bob Champion Centre

Friday 2nd December

Last Day of Autumn Term

2017

4th to 28th January

Practice Mid Year Visits - dates and time to be arranged.

Friday 3rd February

First Day of Spring Term

Friday 31st March

Last day of Spring Term

Friday 28th April

First Day of Summer Term

Thursday 26th to Saturday 28th May

British Dental Association Conference, Manchester

Friday 30th June

Last Day of Summer Term

ESs present all day from 10.00am.