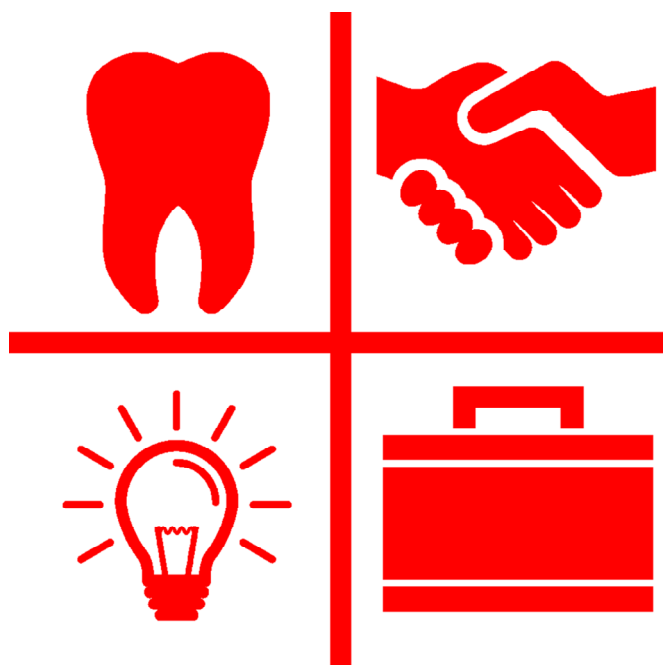


# Norwich Dental Foundation Training Scheme

Scheme Handbook 2018 - 2019



Developing people  
for health and  
healthcare

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

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.

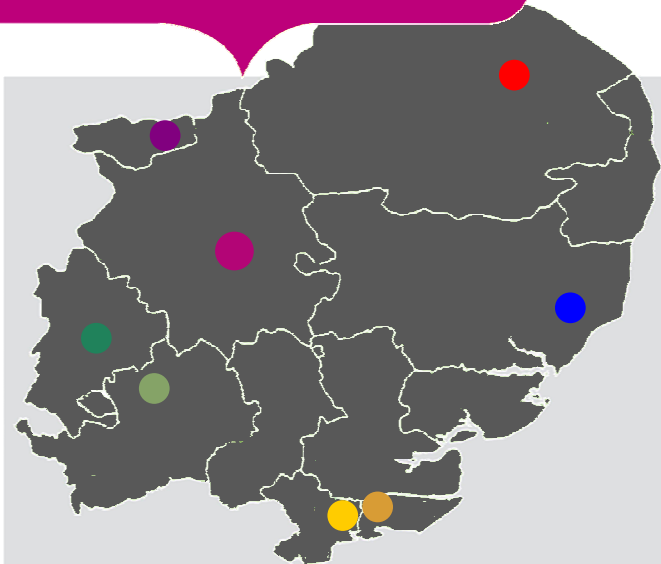
# Health Education England

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

### Postgraduate Dental Dean ( Midlands and East)

**Mr A Dickenson**

✉ [andrew.dickenson@hee.nhs.uk](mailto:andrew.dickenson@hee.nhs.uk)

### Regional Advisor Dental Foundation Training

**Dr. Peter Cranfield** PhD, BDS, DIC, DGDP(UK) PgCertEd

✉ [pcranfield@hee.nhs.uk](mailto:pcranfield@hee.nhs.uk)

### Regional Dental Education Facilitator

**Ms. Elizabeth Hope**

✉ [elizabeth.hope@hee.nhs.uk](mailto:elizabeth.hope@hee.nhs.uk)

### Regional Foundation Training Administrator

**Patti Bradshaw**

✉ [dft.me@hee.nhs.uk](mailto:dft.me@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

## Norfolk and Norwich Institute for Medical Education

Norfolk and Norwich University Hospital NHS Trust,  
Bob Champion Research and Education Centre,  
Norwich. NR4 7UQ

☎ 01603 286857



### Dental Education Coordinator

**Jacqueline Smith**

✉ [Jacqueline.smith@nnuh.nhs.uk](mailto:Jacqueline.smith@nnuh.nhs.uk)

### Dental Education Administrator

**Lisa Jackson**

✉ [Lisa.Jackson@nnuh.nhs.uk](mailto:Lisa.Jackson@nnuh.nhs.uk)



## Training Programme Director

**Mr. Andy Furniss** BDS  
57 Southlands, Swaffham,  
Norfolk. PE37 7PF

☎ Practice: 01760 721385

Home: 01362 820125

Mobile: 07702 555960

✉ [andy.furniss@hee.nhs.uk](mailto:andy.furniss@hee.nhs.uk)

### ■ 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

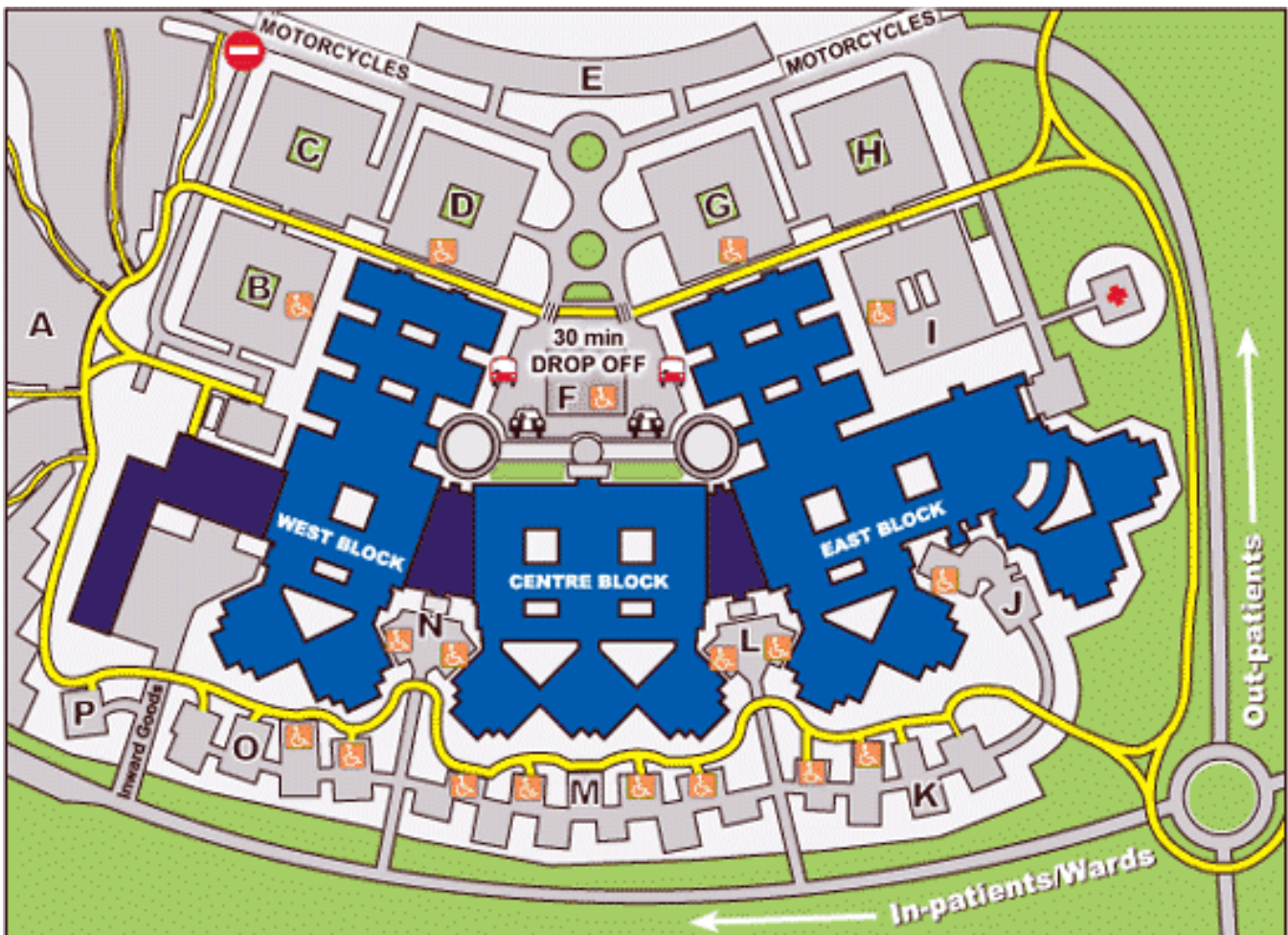
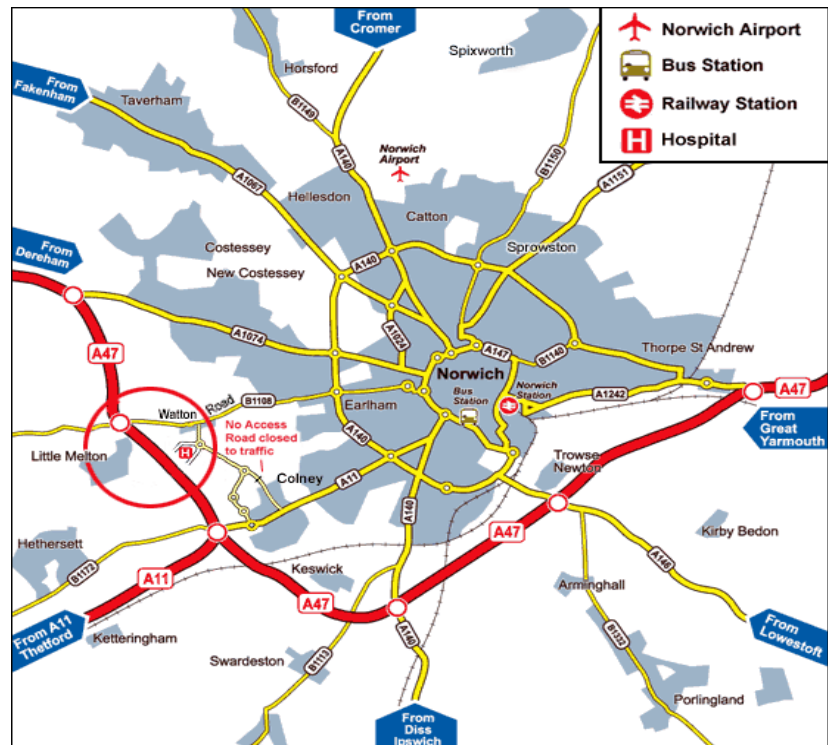
22 London Street,  
Godmanchester,  
Huntingdon,  
Cams. PE29 2HU  
☎ 07730 532739

# 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 education Coordinator is Jacqueline Smith. (left) She is responsible for the running of the Postgraduate Dental Education Centre in Norwich. The Dental education Administrator and DFT Support is Lisa Jackson (right)



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 Course 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 FD's 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)

✉ [andy.furniss@hee.nhs.uk](mailto:andy.furniss@hee.nhs.uk)

# 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 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*)

FPB4  
NHS General Dental Practitioners Only

EXPENSES FOR CONTINUING PROFESSIONAL FOUNDATION TRAINING COURSES CLAIM FORM

Complete 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

EMERGENCY 901 360900  
NHS 24 111  
07 444 111  
020 746 4646  
FIRE 999  
999 999  
REMINDER

# Educational Supervisors and Foundation Dentists



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Mr Conor Snape  
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☎ 01362 692044



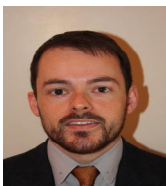
**Mr. Majid Yazdian Tehrani**



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**Mr Andrew Bell**



Ms Shivani Popat  
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Plummer Dental Surgery Beccles Road Bradwell Great Yarmouth Norfolk.  
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☎ 01493 720653



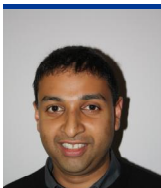
**Mr. Hernan Morillo**



Mr Shivam Bajaj  
University of Birmingham

Scamore Dental Practice, Northgate Business Park, Bury St Edmunds IP33 1AE

☎ 01284 747100



**Mr. Biran Shah**



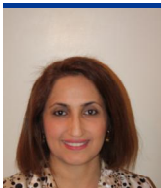
**Mr Adam Smith**



Ms Jessica Kirby  
University of Cardiff

Thorpe Dental Centre , Mary Chapman Close, Dussindale , Norwich , Norfolk,  
NR7 0UD and 5 Upper Stafford Avenue, New Costessey, Norwich, NR5 0AB

☎ 01603 744007



**Ms Aseel Salman**



Ms Maisie Owen Johnstone  
Barts and The London School  
of Medicine and Dentistry

Clarence House Dental Care , 78 High Street, Watton, Thetford IP25 6AW

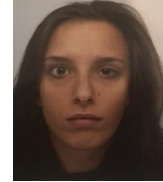
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# Educational Supervisors and Foundation Dentists



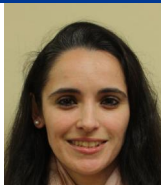
**Mr. Denver Fester**  
**Mr Ben Warminger**



**Ms Jenna Mills**  
University of Birmingham

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**Mr. Ifaniyi Oshiga**  
**Miss Carla Martins**



**Ms Aruna Ubhi**  
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**Mrs Amy Schiller**  
**Mrs Ganga Allen**



**Ms Saima Undre**  
Kings College London



**Ms Sue Plummer**  
**Mr Adam Levene**



**Ms Elizabeth Fish**  
University of Glasgow

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

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**Ms Anjali Karania**



**Ms Nishma Ardeshta**  
Kings College London

Fiends Dental Practice , 185 Wroxham Road , Norwich NR7 8AG

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# Calendar 2018 - 2019



## 2018

Friday 7th September

### First Day of Autumn Term

Study Day at Norwich Bob Champion Research and Education Building

Monday 10th—Wednesday 12th September

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

Thursday 13th September (to

Friday 14th September

Residential Course for Trainees at Park Farm Hethersett. Educational Supervisors to be present on Thursday 13th

Friday 12th October

Early stage review meetings with TPD.

Friday 30th November

educational supervisors meeting 10.00—13.00

Friday 14th December

**Last Day of Autumn Term** educational supervisors meeting required am

## 2019

4th to 31st January

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

Friday 1st February

### First Day of Spring Term

Friday 5th April

### Last day of Spring Term

Friday 3rd May

### First Day of Summer Term

Friday 28th June

### Last Day of Summer Term

ESs present all day from 10.00am.