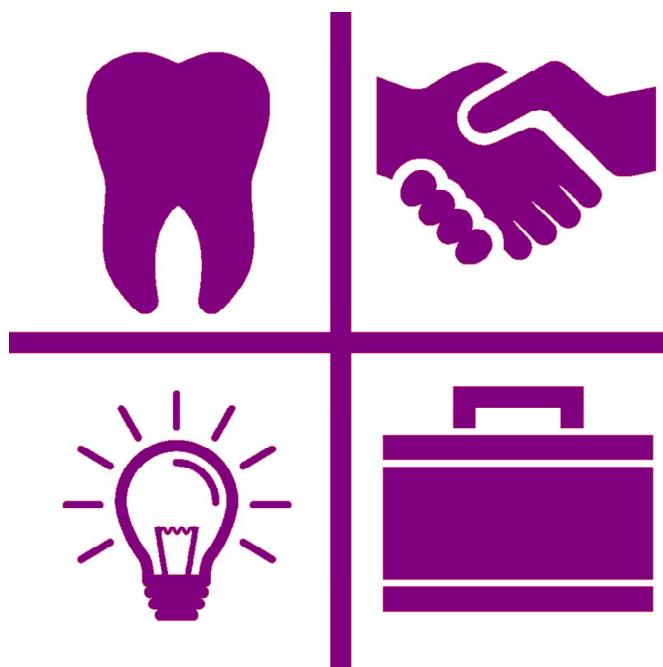


# Peterborough Dental Foundation Training Scheme

Scheme Handbook 2016 - 2017

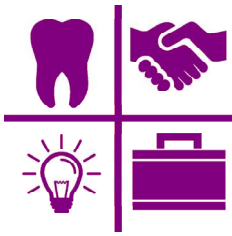


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[www.hee.nhs.uk](http://www.hee.nhs.uk)

Learning Centre, Peterborough City Hospital





# Peterborough Dental Foundation Training Scheme

“ Welcome to the  
Peterborough 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 Learning Centre at Peterborough City Hospital.

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.

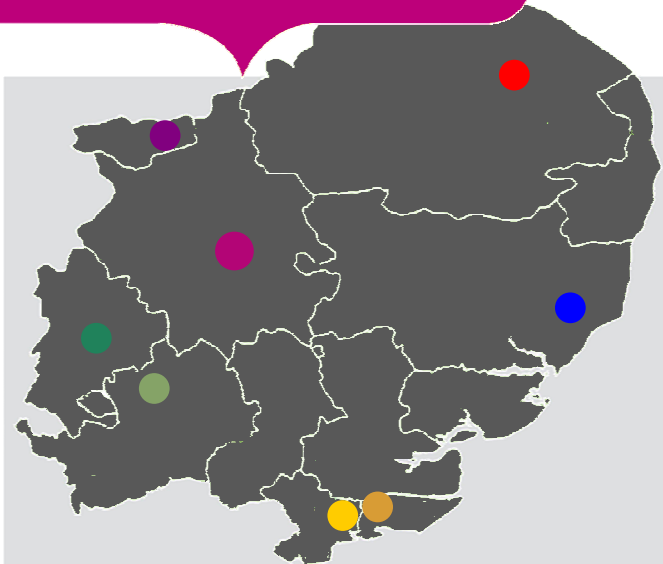
# Health Education England

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

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### Regional Dental Education Facilitator

**Ms. Elizabeth Hope**  
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### Regional Foundation Training Administrator TBC

✉ tbc

## Dental Foundation Training Schemes and

## Training Programme Directors in East of England

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### ■ Ipswich

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# Health Education England

East of England

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Bretton Gate, Peterborough, PE3 9GZ

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## Postgraduate Centre Manager

Mrs. Barbara Petrie BSc(Hons), PGCE

## Dental Administrator

Miss. Anne Rixen



## Training Programme Director

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Godmanchester,  
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Cambs. PE29 2HU  
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# Learning Centre Peterborough City Hospital



The Learning Centre is situated on the 4th Floor of the Peterborough City Hospital.

We have available a large number of rooms within the Centre ranging from a Lecture Theatre that seats 150 down to more intimate meeting rooms seating 10.



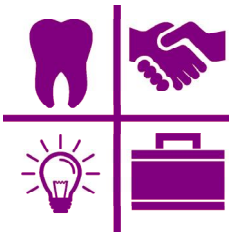
There is a Clinical Skills Room comprising of a lecture area with SmartBoard and a multi-skills Laboratory with hands-on dental equipment including 13 phantom heads.

We have available for our use many audio visual aids.

Food and beverages can be purchased from the Staff/Visitors Restaurant on the 1st floor and franchises in the Atrium.







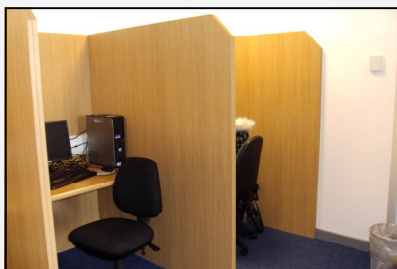
# Learning Centre Peterborough City Hospital



## The Laxton Library

The Laxton Library is located within the Learning Centre. It is open for use by all DFTs on the Peterborough scheme.

The library stock is constantly being updated – if the books and reports which would help you with your training aren't here, please let us know. We can also offer you an account to use the Trust network and access to the Web while you are on site.



If you are based locally, you may wish to have a code to allow twenty four hour access to the Library. We can also offer you a username and password to allow you access to the wide range of electronic resources for NHS staff which are collectively known as the National Library for Health – for details, please contact the Laxton Library staff.



# 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 Learning Centre, Peterborough City Hospital, 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.

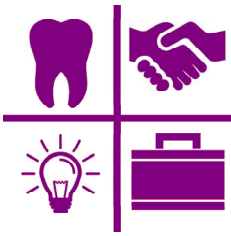
The structure of the course is not rigid and will be influenced by the FDs, so speak to the Training Programme Director and see what can be done to accommodate your wishes. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. Attendance 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 Uday Patel**

☎ Mobile: 07985 526248

✉ [uday.patel1@nhs.net](mailto:uday.patel1@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.





# Educational Supervisors and Foundation Dentists



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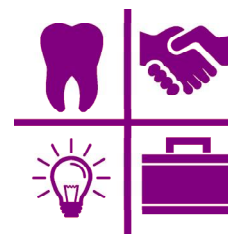


**Jasmin Patel**

University of Bristol

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# Calendar 2016 - 2017



## 2016

**Thursday 1st September** **First Day of Autumn Term**

**Friday 2nd September**

Study Day at Peterborough City Hospital.

Clinical Skills refreshment day—with peer review at Peterborough City Hospital Educational Supervisors (ES) attending either Morning or Afternoon—as organised by Trainer representative.

**Thursday 8th September (9.00am) to**

**Friday 9th September (5.00pm)**

Residential Course for Foundation Dentists (FD) at Orton Hall Hotel. ESs to be present from 6.00pm on Thursday 8th September until evening Friday 9th September.

**Monday 7th to Friday 11th November**

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

**Friday 2nd December** **Last Day of Autumn Term**

**Foundation skills assessment day.** ES volunteers to be present for the morning session. All ESs present at Peterborough City Hospital from 2.00pm prompt start.

## 2017

**4th to 28th January**

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

**27th January** **First Day of Spring Term**

**17th March** **Last day of Spring Term**

**Foundation skills assessment day.** ES volunteers to be present for the morning session. All ESs present at Peterborough City Hospital from 2.00pm prompt start.

**28th April** **First Day of Summer Term**

**Thursday 11th to Friday 12th May**

Bedford, Peterborough & Stevenage Joint FD Residential Wyboston Lakes.

**Thursday 25th to Saturday 27th May**

British Dental Association Conference, Manchester

**7th July** **Last Day of Summer Term**

Trainers present at Peterborough City Hospital from 2.00pm prompt start.