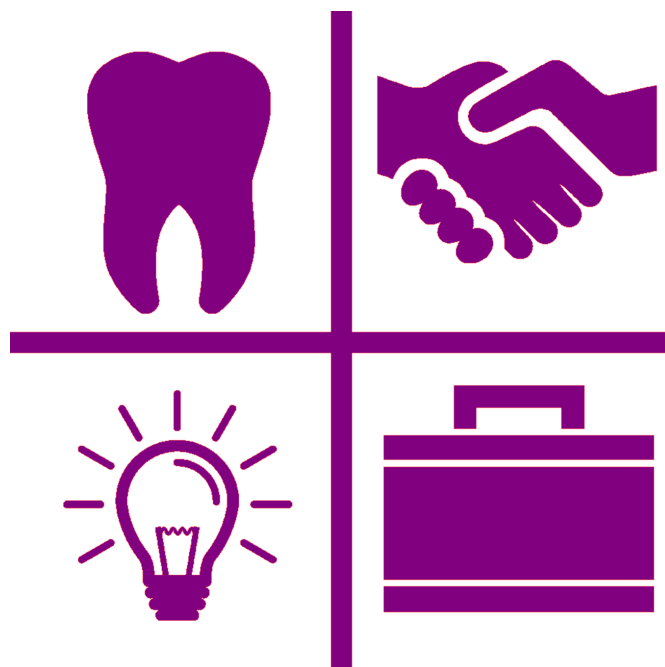


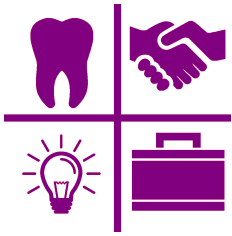
# Peterborough Dental Foundation Training Scheme

Scheme Handbook 2018 - 2019



Developing people  
for health and  
healthcare





# 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. <http://www.copdend.org/DFTHandbook/>

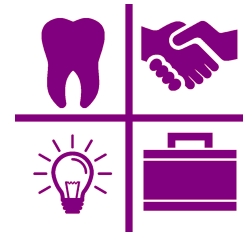
In this handbook there is a section about Health Education England—East of England and the people who make up the Dental Foundation Training organisation. There is also a section about our base at the Learning Centre at Peterborough City Hospital.

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.

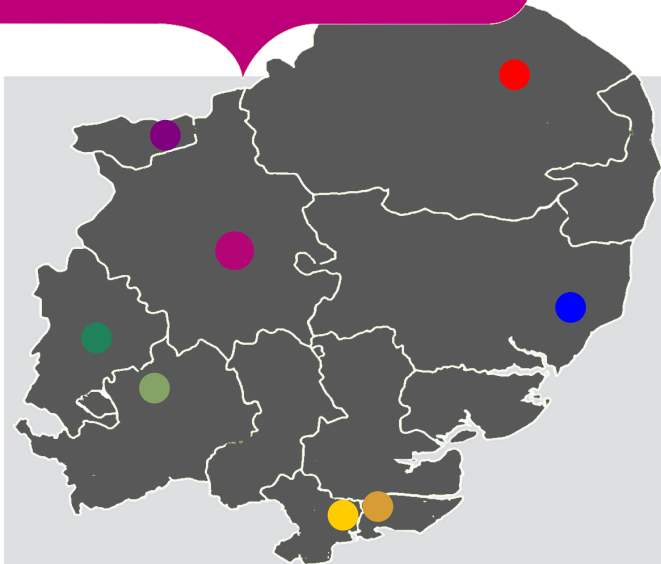
# Health Education England

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

### Regional Dean of Postgraduate Dentistry

**Mr. Andrew Dickenson** FDS, RCPS, Glasg, BChD  
✉ Andrew.Dickenson@hee.nhs.uk

### Regional Advisor Dental Foundation Training

**Dr. Peter Cranfield** PhD, BDS, DIC, DGDP(UK) PgCertEd  
✉ peter.cranfield@hee.nhs.uk

### Regional Dental Account Manager

**Ms. Elizabeth Hope**  
✉ liz.hope@hee.nhs.uk

### Regional Dental Faculty Support Officer

**Mrs Pattie Bradshaw**  
✉ pattie.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

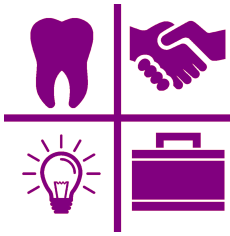
#### **Ms Hannah Woolnough**

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

## Learning Centre

Peterborough City Hospital,  
Dept 401, Edith Cavell Campus,  
Bretton Gate, Peterborough, PE3 9GZ

☎ 01733 678105

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



## Postgraduate Centre Manager

**Mrs. Barbara Petrie** BSc(Hons), PGCE

## Dental Administrator

**Miss. Anne Rixen**



## Training Programme Director

**Mr Uday Patel** BDS LCS RCS, MJDF, Pg Cert (Dental Ed),  
PG Dip (Dental Law), FHEA

10 Market Square,  
Sandy, Beds. SG19 1HU

💻 [Uday.Patel@hee.nhs.uk](mailto:Uday.Patel@hee.nhs.uk)

### ■ Norwich

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

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

### ■ Peterborough

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

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Sandy,  
Beds.  
SG19 1HU  
☎ 01767 681100

### ■ Stevenage

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

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

# 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.

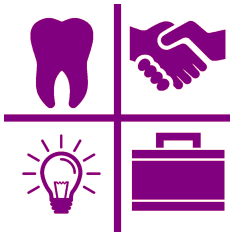


There is a Clinical Skills Room comprising of a lecture area with SmartBoard and a multi-skills Laboratory with hands-on dental equipment including 13 phantom heads.

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.





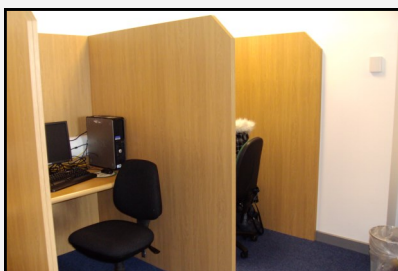
# Learning Centre Peterborough City Hospital



## The Laxton Library

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

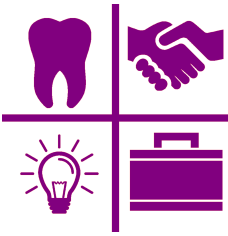
The structure of the course is not rigid and will be influenced by the FDs, so speak to the Training Programme Director and see what can be done to accommodate your wishes. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. Attendance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

 [uday.patel@hee.nhs.uk](mailto:uday.patel@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.*

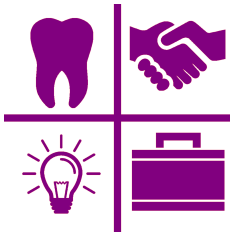
Don't forget to keep a copy of each of your claims....

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*)

Form for each event/day)

FF94  
NHS General Dental Practitioners Only

EXPENSES FOR CONTINUING PROFESSIONAL DEVELOPMENT TRAINING COURSES CLAIM FORM

Fill in 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:

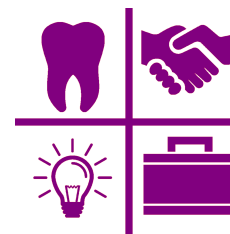
(circle one)

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

Health Education East of England  
NHS

EMERGENCY 901  
BEDFORD HOSPITAL  
NHS TRUST  
01753 496000  
09:00-17:00  
FEE PAID  
REMINDER

# Educational Supervisors and Foundation Dentists



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University of Leeds School of Dentistry

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**Cindy Xie**

Barts and The London School of Medicine & Dentistry

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Peterborough Dental Access Centre, 5 Midgate, PETERBOROUGH, PE1 1TN



**Eva King**



**Sabina Khan**

Cardiff University

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**Robert Horseman**

My Dentist, 10 Station Road, ST IVES, PE27 5BH



**Nikita Bathia**

Barts and The London School of Medicine & Dentistry

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**Gurpram Lidder**

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**Ria Shah**

University of Leeds

☎ 01582 605184



**Bhasker Mehta**

Lister House Dental Centre, Perry Road, Harlow, Essex, CM18 7LT



**Anika Patel**

University of Liverpool Dental School

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# Educational Supervisors and Foundation Dentists



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**Martin Whelan**  
**Michael Taylor**

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**Kemal Can Kemal**

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**Sarah Anne Perrett**

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**Aditi Goel**  
King's College, London

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**Pardip Sansi**  
**Pritesh Vithlani**

Church Road Dental, 4A Church Road, WELWYN GARDEN CITY, AL8 6NE



**Hemel Mandalia**  
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**Raj Wadhvani**  
**Preeti Bose**

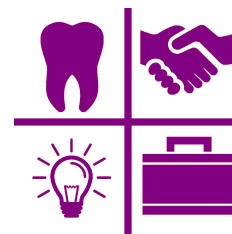
Antwerp House Dental Practice, 36 Brookfields, CAMBRIDGE, CB1 3NW



**Sonia Bhandari**  
King's College, London

☎ 01223 247690

# Calendar 2017 - 2018



## 2018

**Friday 7th September First Day of Autumn Term**

Study Day at Peterborough City Hospital.

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

**Thursday 13th September (9.15am) to  
Friday 14th September (4.45pm)**

Residential Course for Foundation Dentists (FD) at Orton Hall Hotel. ESs to be present for a prompt 6.00pm start on Thursday 13th September until evening Friday 14th September.

**Friday 14th December**

**Foundation skills assessment day.** One ES from each practice to be present for the whole of study day. All ESs present at Peterborough City Hospital from 1:45pm prompt start.

## 2019

**2nd to 19th January**

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

**25th January First Day of Spring Term**

**5th April Last day of Spring Term**

**Mini Case Presentation and Foundation skills assessment day.** One ES from each practice to be present for the whole of study day. All ESs present at Peterborough City Hospital from 1:45pm prompt start.

**3rd May First Day of Summer Term**

**TBC (May/June 2019)**

Bedford, Peterborough & Stevenage Joint FD Residential Wyboston Lakes.

**28th June or 5th July (TBC)**

**Last Day of Summer Term**

ES present at Peterborough City Hospital from 1:45pm prompt start.