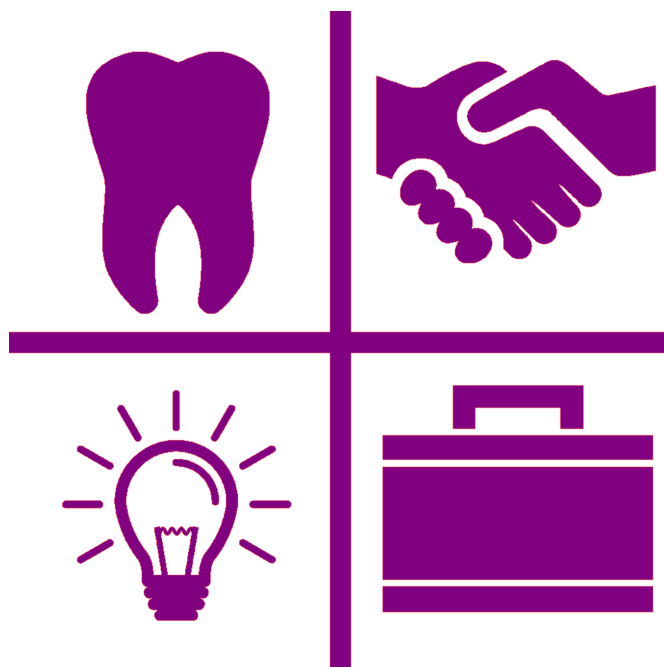
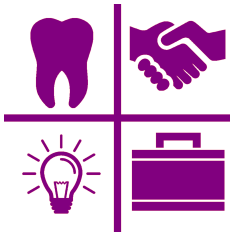


Peterborough Dental Foundation Training Scheme

Summer Term Programme 2017 - 2018



Developing people
for health and
healthcare



Peterborough Dental Foundation Training Scheme

Medical and Dental Education

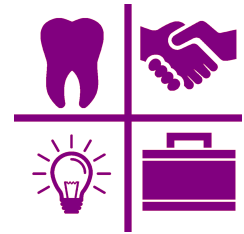
Peterborough City Hospital,
Dept 401, Edith Cavell Campus,
Bretton Gate, Peterborough, PE3 9GZ
☎ 01733 678105

Interim Director of Postgraduate Dentistry	Maria Ross-Russell
Postgraduate Dental Tutor	Mr. Kamlesh Makwana BDS (Lond) AKC
Postgraduate Centre Manager	Mrs. Barbara Petrie BSc(Hons), PGCE
Dental Administrator	Miss. Anne Rixen
Regional Advisor Dental Foundation Training	Dr. Peter Cranfield PhD, BDS, DIC, DGDP(UK) PgCert
Regional Dental Education Facilitator	Ms. Liz Hope
Regional Dental Administrator	Ms. Pattie Bradshaw
Training Programme Director Peterborough Scheme	Mr. Uday Patel BDS LCS RCS, MJDF, Pg Cert Ed, FHEA 10 Market Square, Sandy, Beds. SG19 1HU ✉ uday.patel@hee.nhs.uk

Programme published by
Health Education England—East of England
2-4 Victoria House, Capital Park,
Fulbourn, Cambridge. CB21 5XB

Summer Term

Venues and Subjects



Friday 4th May

Prevention of Back Problems for Dentists

Accountancy for the Self Employed

Denis Bracey Room, Learning Centre

Thursday 10th May -

EoE Regional 2-Day Residential Course

Friday 11th May

Wyboston Lakes

Friday 18th May &

No Study Day

Friday 25th May

Friday 1st June

Setting up a Practice/Practice Management

Denis Bracey Room, Learning Centre

Friday 8th June

No Study Day

Friday 15th June

Case Presentations

Denis Bracey Room, Learning Centre

**Thursday 21st or Friday
22nd June**

Communicating with different personality types

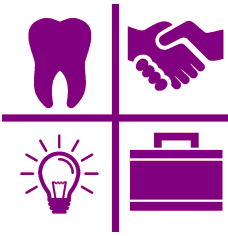
Denis Bracey Room, Learning Centre

Friday 29th June

Introduction to Business of Dentistry

Change title

Room 1, Learning Centre, Peterborough City Hospital



Summer Term

Coursework Deadlines

Case Presentation Submission

Friday 1st June

Important Dates

Wyboston Residential

10th—11th May

Last Study Day

29th June



Morning Session

CPD = 3 Hrs

09.30 Prevention of Back Problems for Dentists

Mr Craig Hendy.

Clinical Specialist Physiotherapist



It is not uncommon for Dentists to suffer muscular-skeletal problems particularly back issues.

This morning will be very much about how to prevent these issues occurring in the first place.

This session will be provided by a physiotherapist from Peterborough City Hospital.

Objectives

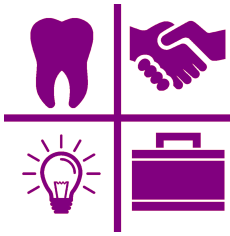
- *To demonstrate and instruct on numerous exercises suitable for dentists.*

Learning outcomes

- *The FD will know about the different forms of exercises that can help prevent back problems for the future.*

FDs should wear comfortable clothes today as there will be some exercise included in the session.





Friday 4th May

Denis Bracey Room, Learning Centre

Afternoon Session

CPD = 3 Hrs

14:00

Accountancy for the Self Employed

Richard Keeler

Chartered Accountant, Lovewell Blake



Many FDs will soon become self-employed dental associates. This transition involves accounting for earnings received from the Practice and needless to say there will be associated paperwork and record keeping involved. Today we have an accountant who will talk and discuss on the subject of accountancy for dentists.

HM Revenue & Customs have a learning module specific for dentists. This link is http://www.hmrc.gov.uk/courses/syob2/thp_d/index.htm

Objectives

- *There will be presentations, discussions and activities to gain information on accountancy matters that will better prepare FDs for the year ahead.*

Learning outcomes

- *Understand and prepare for the record keeping of earnings required for HMRC and learn about some financial aspects to practice.*

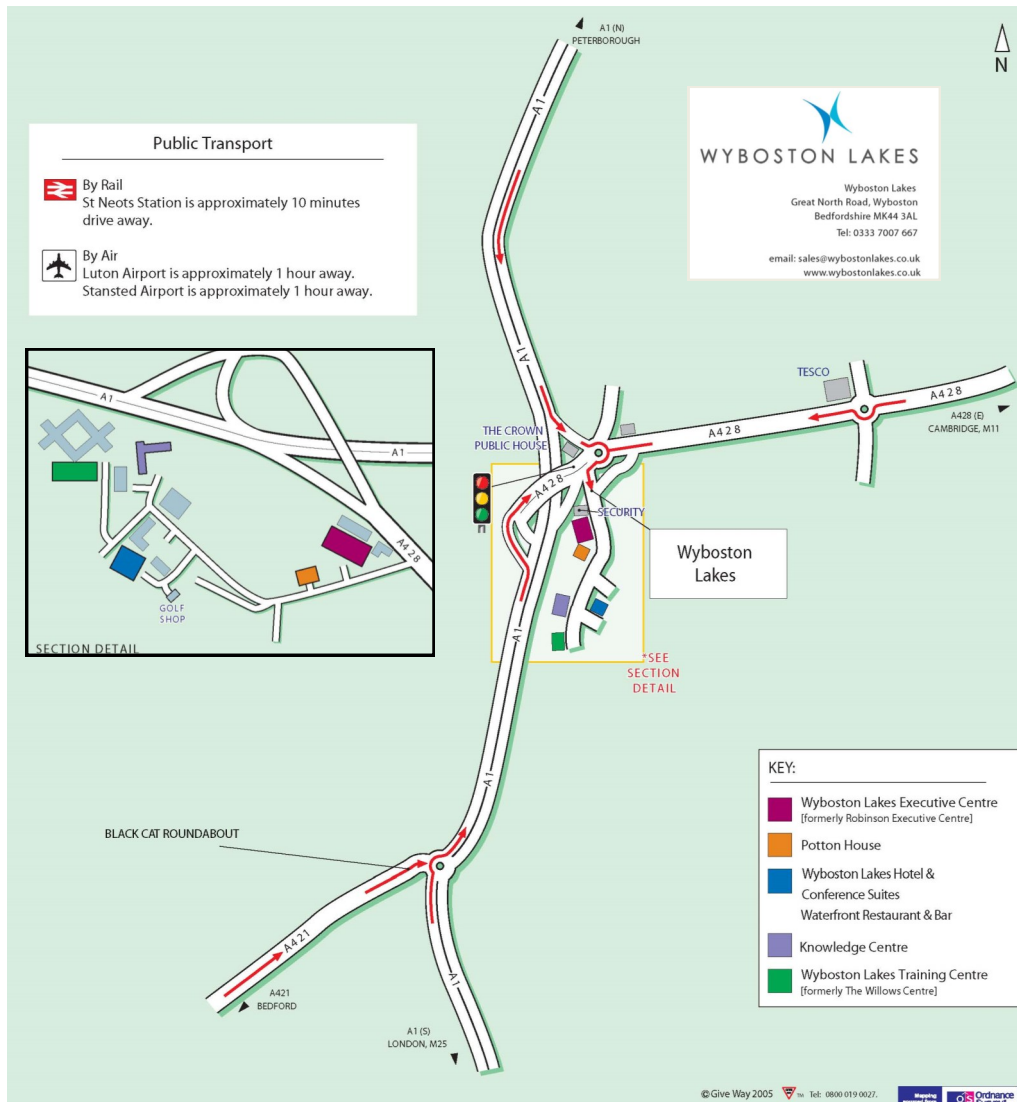
*Lovewell
Blake*
CHARTERED ACCOUNTANTS

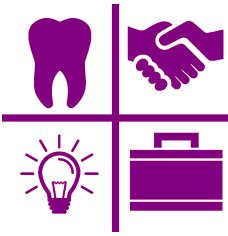
Thursday 10th & Friday 11th May



Welcome to Wyboston Lakes

Registration will be at 09:00 you will be expected to arrive by 09:15 at the latest.





Thursday 10th & Friday 11th May

Wyboston Lakes

Situated on the borders of Bedfordshire and Cambridgeshire at the edge of the historic market town of St. Neots, Wyboston Lakes is a unique, innovative development rapidly growing into world class status within its spacious rural setting amongst lakes, woodland and the River Great Ouse.

Customers from far and wide are increasingly attracted to our complementary range of niche market facilities out of which our current range of products and services are provided within sectors of Conference and Training, Serviced Offices and Leisure.

Conference and Training

Wyboston Lakes Conference and Training Centre is the largest, independently owned, single site residential conference and training centre in Northern Europe. Set in 350 acres of rural countryside, it provides a tranquil and distraction-free environment that is conducive to learning. With three conference centres, we provide choice, flexibility and great value to discerning event organisers planning mid-week or weekend residential conferences, training, day meetings, product launches, team building and corporate hospitality events.

Serviced Offices

Currently providing fully serviced work spaces for more than 350 knowledge workers employed in the public and private sectors we have available extensive additional facilities to provide knowledge based businesses the perfect environment for their serviced offices and a flexible, creative, serviced development response to companies needing to locate their research centre or training delivery offices.

Leisure

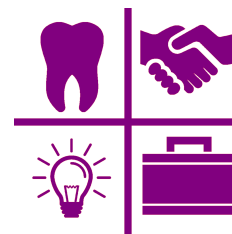
Set amongst lakes and the river Great Ouse our 18 hole golf course, floodlit driving range, golf academy, health and fitness centre with swimming pool, watersports centre, fishing, nature reserve and jogging trail leisure products are available to all our customers and provide the perfect opportunity to relax and relieve the stresses of modern life.

Our



Thursday 10th May

Wyboston Lakes Hotel



Day Session

CPD = 6 Hrs

08:50 **Registration**

09:00 **Life after Dental Foundation Training**



Dental Defence Union
Medical Money Management
Hempsons
Humphrey and Co

You will be working in two groups with members from each scheme. There will be a variety of talks from our specialist speakers

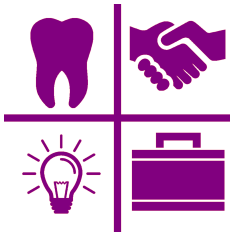
09:00 Introduction from DDU
09.45 Session One
10.45 Break
11.15 Session Two
13.15 Lunch
14.15 Session Three
15.15 Session Four
16.00 Close

Objectives

- *To explore the dento-legal and ethical dilemmas faced in general dental practice*
- *To discuss business finance-looking at selecting, buying and running a successful practice*
- *To look at associate contracts and employment law-how to get help and advice*
- *To look at how to manage your finances,*

Learning Outcomes

- *To have a greater understanding of the ethical challenges faced by associates*
- *To appreciate the financial structures underpinning successful dental practice*
- *Better knowledge of the relevance and application of employment law in relation to an associate position*
- *To be better able to evaluate your own financial position, financial management and aspirations.*



Thursday 10th May

Wyboston Lakes Hotel

Evening Session

Bedford, Peterborough and St. Evenage Dentathlon



Whilst we prize intelligence, manual dexterity, communication skills and perfectionism in our profession, there are occasions when brawn and not brain are important.

To balance the intellectual rigours of the residential, the schemes will have the opportunity to demonstrate their physical prowess by competing against one another in a variety of sporting events.

These events will provide an opportunity for all FDs to participate.

Each scheme will present an opening haka. This does require teamwork and preparation and your TPD can advise you further.

Rules of combat

No cheating. No bad language. No fighting..

The decision of the referee is final.

Suitable clothing must be worn. Please bring sportswear, trainers and thin gloves (optional but advised). You should be prepared for this to get dirty.

Failure to do this will result in a points penalty for your team.

If you have any medical conditions which would prevent you from participating, please mention these to your advisor PRIOR to the residential. All information will be strictly confidential.

In the event of bad weather, we will be having indoor events exploring the worlds of dentistry, the banal and beyond.....

The winning team will be presented with the coveted Super Seven Cup.



Morning Group A / Afternoon Group B

CPD = 6Hrs

09.30 Mental Health First Aid Lite (MHFA Lite)

Mrs. Ceri Whybrow
Mental Health Trainer



Mental health issues are becoming more prevalent.

There is prejudice and stigma associated with it.

Illness is indiscriminate and affects both our patients and our profession. How can we recognise symptoms? What should we do and how can we best support our patients and colleagues?

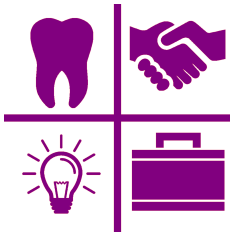
This introductory course is designed to explore the current issues surrounding mental health, to raise your awareness and improve your ability to support those in need.

Learning aims and Objectives

- *Gain a wider understanding for themselves and others, of some issues surrounding mental health*
- *Gain a greater understanding of how and why positive and negative mental health affect business*
- *Work more effectively with people experiencing mental health problems*

Learning Outcomes

- *By the end of the course participants will be able to:*
- *Identify the discrimination surrounding mental health problems*
- *Define mental health and some mental health problems*
- *Relate to people experiences*
- *Help support people with mental health problems*
- *Begin developing a business case for promoting positive mental health in the*



Friday 11th May

Wyboston Lakes Hotel

Morning Group B / Afternoon Group A

CPD = 6Hrs

09.30 **Dental Phobia**



Mrs. Margaret Jordan

Psychotherapist

Lots of our patients say they are nervous, anxious or even phobic. What do these terms really mean?

What strategies can you employ to help these patients and improve outcomes? When should you refer and what services are available to support the patients.?

In this session you will explore the physiological and psychological changes which underpin these states. You will see demonstrations of techniques and be able to try some simple calming techniques on each other..

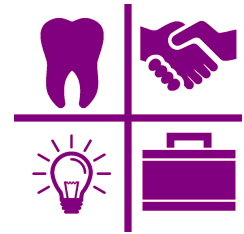
Objectives

- *To understand the differences between nervous ,anxious and phobic patients*
- *To explore the physiological and psychological basis underpinning behaviours*
- *To learn about different therapies, external support available and referral*
- *To witness and practice some basic calming techniques*

Learning Outcomes

- *To have a greater understanding of anxious and phobic patients*
- *To be able to describe some practical strategies to help phobic patients*
- *Knowledge of the referral pathways*
- *An appreciation of the treatment and support available from psychological services*

Friday 18th & 25th May

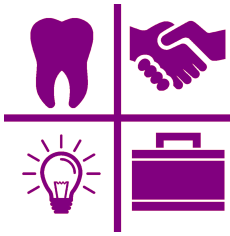


No Day Release Course

Use today as an opportunity for you to work on your portfolio or check out the East of England Intrepid Course Manager to see if there is a course of interest to you. Don't forget to record any meetings attended in your Portfolio.

Alternatively you may wish to attend the British Dental Conference and Dentistry Show.





Friday 1st June

Denis Bracey Room, Learning Centre

Full Day

CPD = 6 Hrs

09:30 **Setting up your Dental Practice**



Kanesh Mashru
GDP

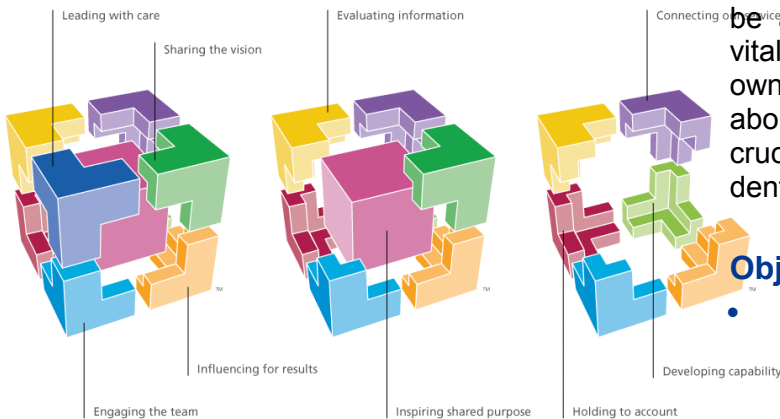
Following acquiring sufficient clinical experience, as an associate dentist you may think about taking on the exciting challenge of becoming a practice owner. If this is your goal then you will want to know how to set up your dental practice step by step.

13:30 **Leadership and Management of a Dental Practice**



Kanesh Mashru
GDP

Leadership Academy



You training so far will have prepared you for being a healthcare professional. It is essential to have leadership and management skills to be a successful dentist and these skills are vital if you want to succeed as a practice owner. This session will help you to think about how you can start developing these crucial skills necessary for the business of dentistry.

Objectives

- *There will be presentations, discussions and activities to prepare you as dentists' to own a practice in the future, and further the understanding of leadership and management for practice ownership.*

Learning outcomes

- *Can produce a plan for setting up a dental practice.*
- *Able to determine the pros and cons of a dental practice from a business perspective*
- *Can apply models of leadership for business of dentistry.*
- *Able to formulate management structures found in dental practice.*



No Day Release Course

Use today is an opportunity for you to work on your portfolio or check out the East of England Intrepid Course Manager to see if there is a course of interest to you.

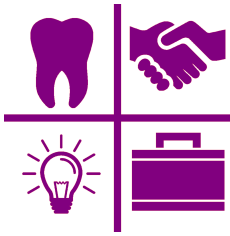
Don't forget to record any meetings attended in your Portfolio.

The screenshot shows the Intrepid Course Manager website. At the top left is the 'Intrepid Course Manager' logo, and at the top right is the 'NHS Health Education East of England' logo. A navigation menu on the left includes 'Home', 'Courses', and 'Previous Page'. Below this is a 'SIGN IN' section with fields for 'Email address:' and 'Password:', a 'sign-in' button, and links for 'Forgotten your password?' and 'Register here'. A disclaimer at the bottom of the sign-in section states: 'Unauthorised access to this system is strictly forbidden. Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.' The main content area features a banner with the text 'This system is designed to allow easy booking and management of Dental Multi-Professional Education' and a 'read more' link. Below the banner is an image of people in a meeting. To the right of the image is a 'COURSES BY MONTH' section with a search bar and a list of months with the number of courses: March 2016 (3), April 2016 (9), May 2016 (15), June 2016 (28), July 2016 (17), August 2016 (1), September 2016 (16), October 2016 (24), November 2016 (29), December 2016 (8), January 2017 (17), and February 2017 (19). The 'Hicom' logo is at the bottom left of the page.

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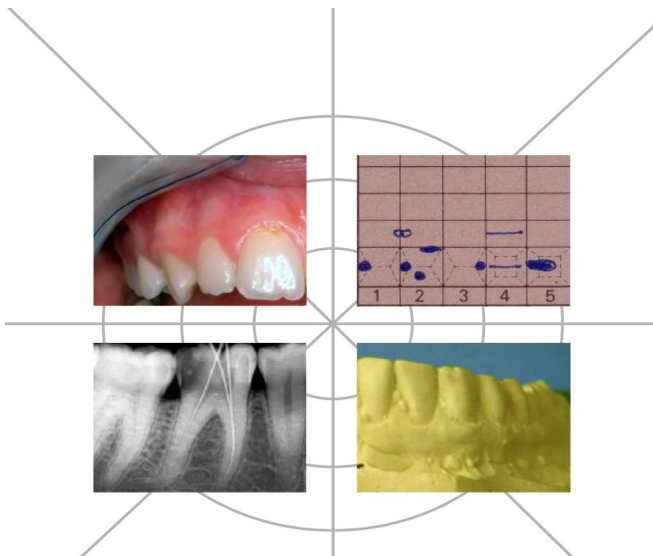
Friday 15 June

Denis Bracey Room, Learning Centre

Full Day

CPD = 6 Hrs

09.30 **FD Case Presentation**



Uday Patel

Foundation Training Programme Director

Each member of the FD group will be presenting their completed cases to the group and in the presence of the TPD. Requirements and Presentation have been communicated to you separately.

The requirements for this session are that you submit a PowerPoint presentation which should be submitted to arixen@nhs.net by 12.00 noon on **1 June 2018**

Please note there will be no extension to this final submission date.

A certificate will be presented to the FD with the best case presentation.

Objectives

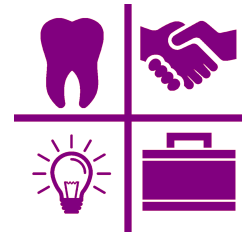
- *Every FD to present a single case by PowerPoint to demonstrate clinical competencies in multiple dental disciplines*

Learning outcomes

- *This session will help you with your presentation skills.*
- *This session will enable you to learn aspects of treatment planning and clinical care for your own patients.*

Thursday 24 or Friday 22nd June

Denis Bracey Room, Learning Centre



Full Day

CPD = 6 Hrs

09:10 Communicating with different personality types

This joint study day, with Stevenage and Bedford schemes, will see the group split over two days. A list will be circulated separately.

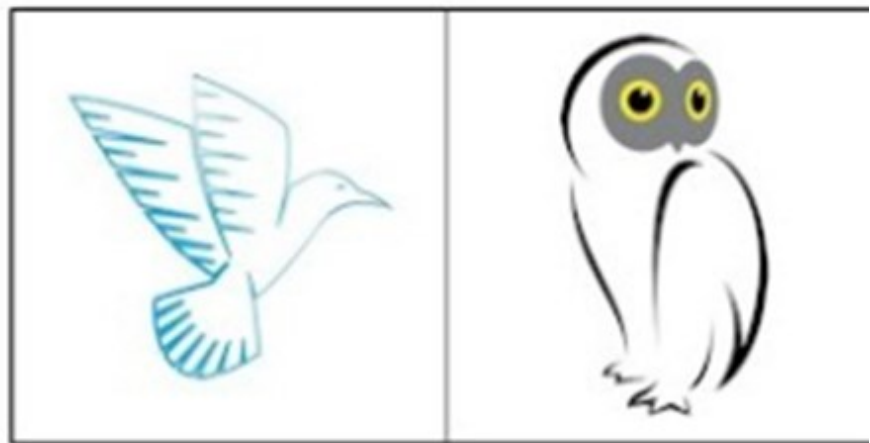
Kit Maher & Carol Brooking

Cascade

Does it ever seem that even though you're speaking in English with someone, it feels like you're talking a different language?

They just don't get what you are saying and you just don't get them. Either they talk too much, too little, too vaguely or too black and white.

Their reasoning doesn't seem to make sense or they just don't seem to take people into consideration. And don't talk to me about the ones who leave things to the last minute or those who have made up their mind before you have even had a chance to think about it!





Thursday 24 or Friday 22nd June

Denis Bracey Room, Learning Centre

Well, none of this is random. There is a lot of solid science (and practical experience) behind why interactions go wrong - or right. During this workshop we will give you the tools to :

communicate even more efficiently
understand how others think and feel
be more aware of how people make decisions
motivate someone
stay energised

Using a thoroughly researched and substantiated model of personality we will explore the similarities and differences between us and ways to maximize our interactions with others. In essence we'll learn to speak their language.

Objectives

- *A practical group exercise to help each of us appreciate the similarities and differences in our personalities*

Learning outcomes

You will have a deeper knowledge and understanding of working with different personality types such that you will have

- *insight into others*
- *less stress*
- *better communication*
- *fewer conflicts*
- *fewer complaints*
- *more influence*



Friday 29 June

Room 1, Learning Centre



Morning Session

CPD = 3 Hrs

09.30 Introduction to Business of Dentistry



Raj Wadhvani

General Dental Practitioner & Educational Supervisor

This session will help us to appreciate the financial considerations when it comes to running a dental practice.

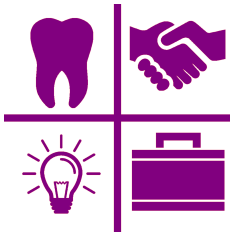
Objectives

- *Presentation and discussion on the business aspects of dentistry.*

Learning outcomes

- *You will have a better understanding of the financial matters relating to treatment provided for patients in General Practice under the NHS private fee per items scheme and private capitation schemes.*
- *You will learn about the financial management of a general dental practice*

12.45 Lunch



Friday 29th June

Room 1, Learning Centre

Afternoon Session

CPD = 3 Hrs

13:45

My evaluation of the 2017 - 2018 training year

All FDs

This is a joint session where all ESs are invited to attend.

On this last study session each FD will share their personal training experience with the rest of the team.

The FDs will prepare a reflective 10 minute Powerpoint presentation. The purpose for which is to tell of their professional journey so far.

Every FD has a different journey. This presentation must be from a personal viewpoint.

The emphasis should be on how the training year has been for them in terms of:

1. Shaping their career as a dentist
2. The successes, the problems, the difficulties or incidents that can be reflected upon
3. Preparing the FD for next year, explaining what they plan to do and why this is the path they take.

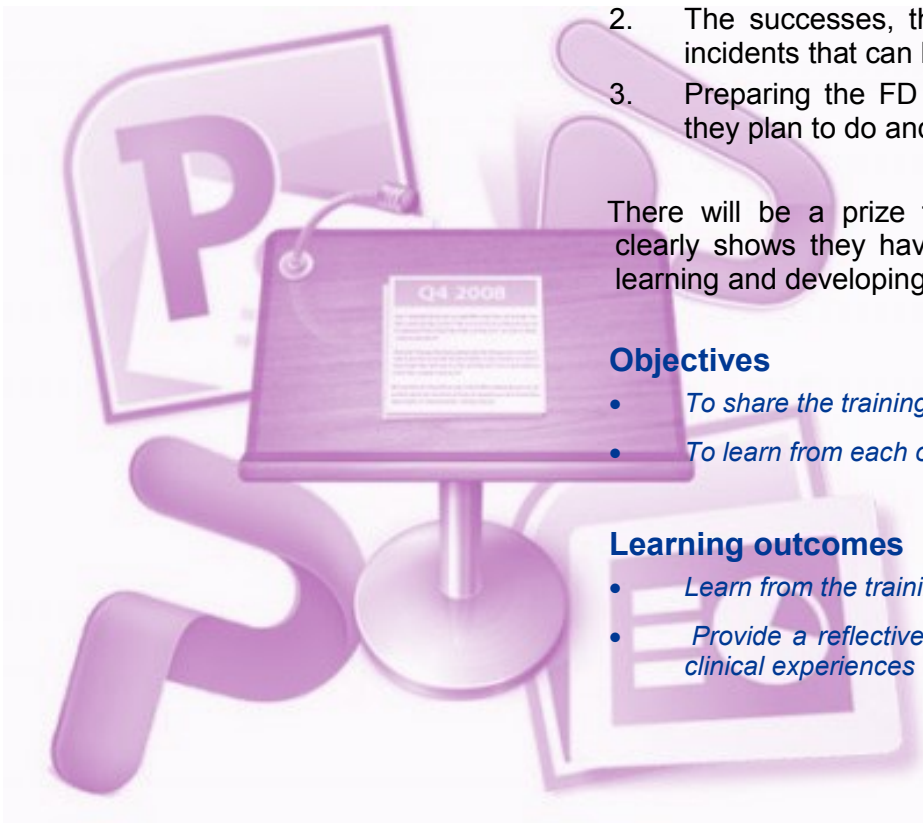
There will be a prize for the best presentation that clearly shows they have made the most of the year, learning and developing as a dentist.

Objectives

- *To share the training experience*
- *To learn from each others success and mistakes*

Learning outcomes

- *Learn from the training experience of their peers*
- *Provide a reflective presentation on clinical and non-clinical experiences*



PML Evidence

Sessional Content for e-Portfolio



Setting up your
 Dental
 Practice/Leadership
 and Management of
 a Dental Practice
 EoE Regional 2-Day
 Residential Course
 Accountability for the
 Self Employed
 Prevention of Back
 Problems for
 Dentists

Professionalism	
Appraisal	✓
Clinical audit and peer review	✓
Confidentiality	✓
Ethical behaviour	✓
Critical evaluation	
Decision making	✓
GDC Scope of Practice	✓
Whistleblowing	
Management of difficult patients	
Patient safety	✓
Self-awareness	✓
Professionalism and Management	
Basic Life Support training	
Consent	
Equality & Diversity	✓
GDC Standards	✓
NHS complaints procedure	✓
Referring patients	✓
Management	
COSHH regulations	✓
Dental equipment selection, care and maintenance	✓
Data Protection	✓
Employment contracts/associate agreements for dentists	✓
Employment Law basics	✓
Finance	✓
Health & Safety requirements in dentistry	✓
Infection control procedures	✓
NHS prescribing	
NHS Rules & Regulations in Dentistry	✓
Prescribing, directing, taking, processing and interpreting radiographs	
Range and scope of NHS dental care	✓
Record keeping	✓
Use of emergency drugs	✓
Information Governance	✓
Safeguarding Children and Adults	✓
Leadership	
Facilitating learning in others	✓
Quality management and improvement	✓
Role model	✓
Teamwork	✓



PML Evidence

Sessional Content for e-Portfolio

	Case Presentations	Communicating with different personality types	Introduction to the Business of Dentistry	FD/Trainer Joint Session
Professionalism				
Appraisal				
Clinical audit and peer review				
Confidentiality				
Ethical behaviour	✓			
Critical evaluation				
Decision making	✓	✓	✓	✓
GDC Scope of Practice				
Whistleblowing				
Management of difficult patients				
Patient safety				
Self-awareness		✓	✓	✓
Professionalism and Management				
Basic Life Support training				
Consent				
Equality & Diversity <input type="checkbox"/>				
GDC Standards				✓
NHS complaints procedure				
Referring patients				
Management				
COSHH regulations				
Dental equipment selection, care and maintenance				
Data Protection				
Employment contracts/associate agreements for dentists			✓	
Employment Law basics				
Finance			✓	
Health & Safety requirements in dentistry				
Infection control procedures				
NHS prescribing				
NHS Rules & Regulations in Dentistry				
Prescribing, directing, taking, processing and interpreting radiographs				
Range and scope of NHS dental care				
Record keeping				
Use of emergency drugs				
Information Governance				
Safeguarding Children and Adults				
Leadership				
Facilitating learning in others				✓
Quality management and improvement				
Role model				
Teamwork		✓		✓