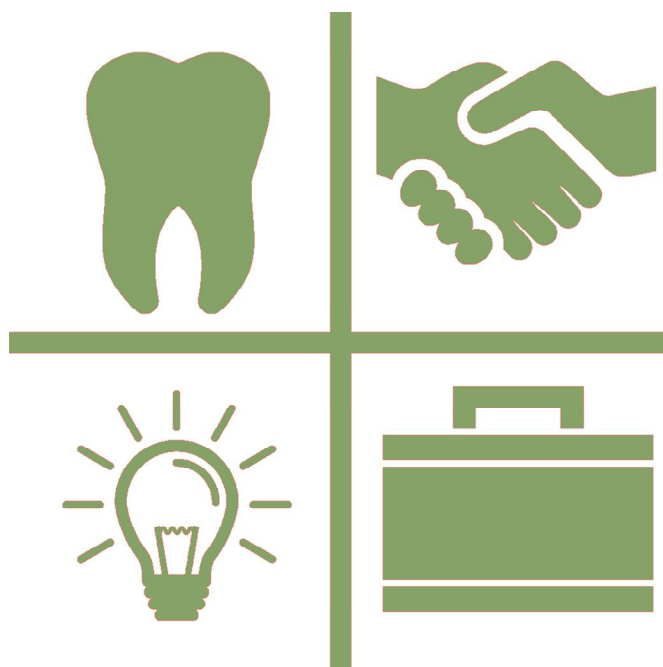


Stevenage Dental Foundation Training Scheme

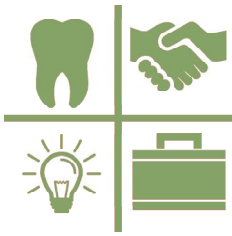
Scheme Handbook 2016 - 2017



Developing people
for health and
healthcare

www.hee.nhs.uk

Lister Education Centre



Stevenage Dental Foundation Training Scheme

“ Welcome to the
Stevenage 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 Lister Education Centre.

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.

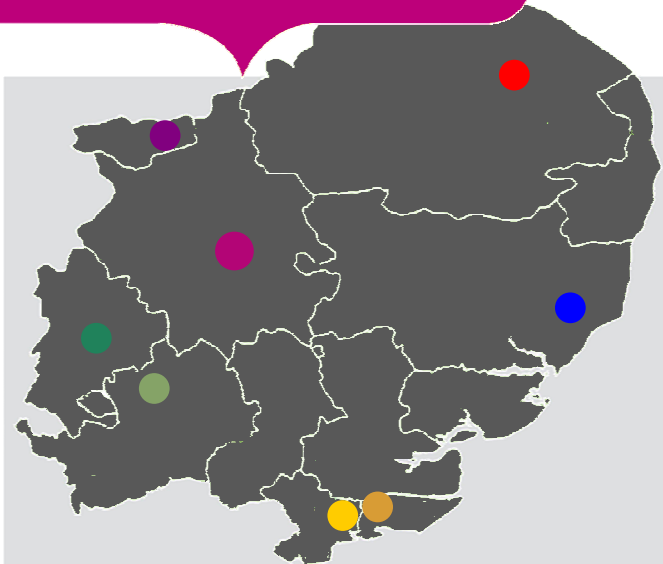
Health Education England

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

Mr. Alex Baxter BDS, MMedSci, FDS RCPS (Glasg), FDS (Rst Dent), RCPS
✉ alex.baxter@nhs.net

Regional Advisor Dental Foundation Training

Dr. Peter Cranfield PhD, BDS, DIC, DGDP(UK) PgCertEd
✉ pcranfield@nhs.net

Regional Dental Education Facilitator

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

Regional Foundation Training Administrator

Miss Anastassia Rumanova
✉ anastassia.rumanova@nhs.net

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

Lister Education Centre

Lister Hospital, Coreys Mill Lane,
Stevenage Herts.
SG1 4AB

 01438 284076

 louise.gurd@nhs.net

Postgraduate Centre Manager

Mrs. Christine Crick

Dental Administrator

Mrs Louise Gurd




Training Programme Director

Elinor Japp BDS MA(Ed) FHEA
22 London Street, Godmanchester,
Huntingdon, Cambs. PE29 2HU

 Practice: 01945 465919


Home: 01480 436485

Mobile: 07730 532739

 elinor.japp@nhs.net

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

Ms. Elinor Japp

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

Lister Education Centre



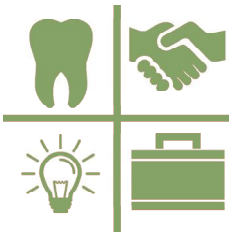
Lister Education Centre
 Lister Hospital
 Corey's Mill Lane
 Stevenage
 SG1 4AB

Our main base at the Lister Education Centre is situated on the hospital site just off the North Road entrance.

Car parking is available at the hospital in the multi-storey car park.

However, during the year, we will be using a variety of different venues, meeting up with other DFT schemes and using clinical skills facilities.





Other venues for study days



Bedford Medical Institute
Bedford General Hospital
Amphill Road
Bedford MK42 9DJ

Parking is in Britannia Road car park opposite the hospital. You will need £12 in one pound coins to pay for your parking. The Medical Institute is situated close to A&E



Simulation Unit
Basildon Hospital,
Nethermayne

Basildon SS16 5NL

Parking is in the multi-storey on site. Turn right as you exit the car park and walk to the Postgraduate Centre.



The British Racing School
Snailwell Road
Newmarket
Suffolk
CB8 7NU



The Learning Centre
Peterborough City Hospital
Bretton Gate
Peterborough PE 3 9GZ

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.

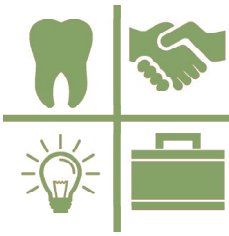
Most of the courses are based at the Lister Education Centre, but there are several opportunities for visits to dental practices, dental companies and conferences. Most study days will include a 'problem solving' session where problems of a clinical or interpersonal nature can be discussed with your 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:

Elinor Japp

☎ Practice: 01945 465919 Mobile: 07730 532739 Home: 01480 436485

💻 elinor.japp@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.

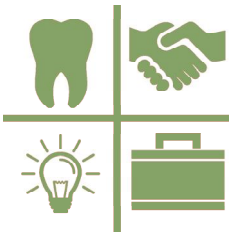
Don't forget to keep a copy of each of your claims....

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 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

PROFESSIONAL FOUNDATION 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

REMAINER

Educational Supervisors and Foundation Dentists



Mr. Paaras Dhanani
Mr. Nimesh Patel

New Road Dental Practice, 119 New Road, Croxley Green, Rickmansworth, Herts. WD3 3EN

☎ 01923 776270



Miss Maya Amlani
King's College Dental School



Mr. Kalpesh Katechia
Mr. Rhishi Patel

Vogue Dental Surgery, 260-262 Crawley Green Road, Luton Beds. LU2 0SJ

☎ 01582 432181



Miss Emily Chung
Birmingham Dental School



Miss Yee Lee
Mrs Philippa Warner

Liverpool Road Health Centre, 9 Mersey Place, Luton, Beds. LU1 1HH

☎ 01582 708100



Miss Tami Lampert
Queen Mary, St. Bart's & The London Dental School



Mrs Anne Manley
Mr. Steve Davies

Leighton Buzzard health Centre, 25 Bassett Road, Leighton Buzzard, Beds. LU7 1 AR

☎ 01525 751100



Mr. Shaker Zaman
Peninsula Dental School



Mr. Hardeep Matharu
Mr. Soham Patel

Maple Dental Surgery, 29 Upper George Street, Luton, Beds. LU1 2 RD

☎ 01582 727314



Mr. Saavan Radia
Dundee Dental School



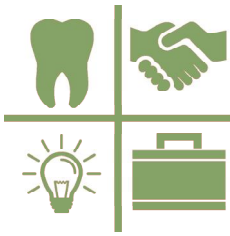
Mr. Amir Patel

Chells Dental Practice, 5 Mobbsbury Way, Stevenage, Herts. SG2 0HL



Mr. Ashish Patel
King's College Dental School

☎ 01438 312929



Educational Supervisors and Foundation Dentists



Mr. Anil Patel

Bricketwood Dental Surgery, 65 Oakdale Road, Bricketwood, St Albans, Herts. AL2 3QB



Miss Pooja Shah

King's College Dental School

☎ 01923 672773



Mr. Beejal Patel

The Dental Practice, 21, Russell Avenue, St Albans Herts. AL3 5ES



Mr. Faisal Moughal

King's College Dental School

☎ 01727 855469



Mr. Minesh Patel

Chrysalis Dental Practice and Implant Centre, 344 Goldington Road, Bedford, Beds. MK41 9NS



Mr. Sagar Shah

King's College Dental School

☎ 01234 266608



Mr. Vishaal Shah

Dentality, Unit 1-3 Tudor Hall, Conduit Lane, Hoddesdon, Herts. EN11 8FN



Miss Rachel Mc Cartney

King's College Dental School

☎ 01992 462345



Mr. Glen Taylor

Dental Access Centre, Bedford Health Village, Kimbolton Road, Bedford. Beds MK40 2NT



Miss Keerthika Rajendra

Leeds Dental School

☎ 01234 310210



Mrs Anneke Whelan

Stanstead Abbots Dental Practice, 17 High Street, Stanstead Abbots, Ware Herts. SG12 8AA



Mr. Karl Batorski

Queen Mary, St. Bart's & The
London Dental School

☎ 01920 87745

Calendar 2016 - 2017



2016

Friday 2nd September **First Day of Autumn Term**

Wednesday 7th September

Thursday 8th September

Friday 9th September

Friday 7th October

Fridays 28th October

Monday 7th to Friday 11th November

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

Study Day at Lister Education Centre.

Back to basics—drill fest— practice

Residential –FDs -Watford Hilton Hotel

Residential at Watford Hilton Hotel.

Educational Supervisors to be present from 9.30am -all day Friday

Study Day with FDs' own dental nurses at LEC.

No Study Day - FDs work in practice.

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

Educational Supervisors present at LEC from 1.30pm.

2017

4th to 28th January

Friday 03th February **First Day of Spring Term**

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

Friday 05th May **First Day of Summer Term**

Thursday 26th to Saturday 28th May

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

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

ESs at LEC from 1.30pm.

British Dental Association Conference, Manchester

ESs present all day from 09.30am.