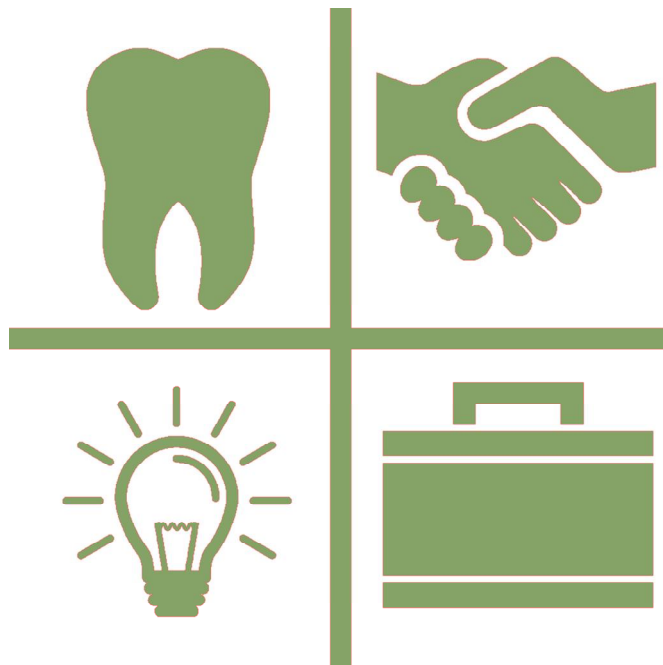


Stevenage Dental Foundation Training Scheme

Scheme Handbook 2017 - 2018

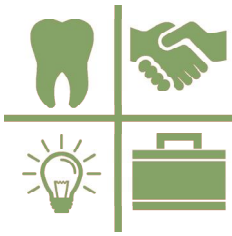


Developing people
for health and
healthcare

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.

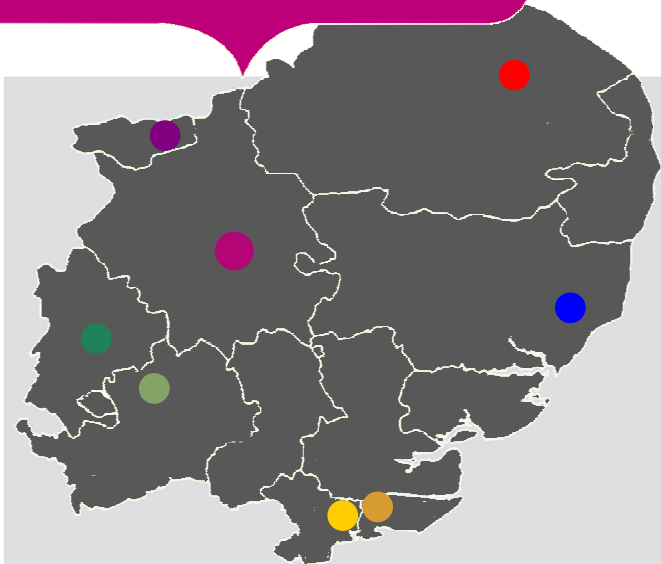
Health Education England

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

TBC

☎ TBC

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

Mrs Patti Bradshaw

☎ patti.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

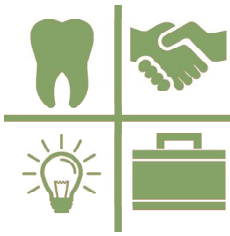
Ms Hannah Woolnough

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

Lister Education Centre

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

 01438 284076

 dawn.marshall6@nhs.net

Postgraduate Centre Manager

Mrs. Michaela Turner-Douglas


Dental Administrator

Mrs Dawn Marshall




Training Programme Director

Elinor Japp BDS MA(Ed) FHEA
1-4, Church Mews, Wisbech,
Cambs. PE13 1 HL

 Practice: 0800 952 0870

Home: 01480 436485


Mobile: 07730 532739

 elinor.japp@nhs.net

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Norwich

Mr. Andy Furniss

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


Peterborough

Mr. Uday Patel

10 Market Square,
Sandy,
Beds.
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1-4 Church Mews,
Wisbech,
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PE13 1HL
 0800 952 0870 option 2

Lister Education Centre



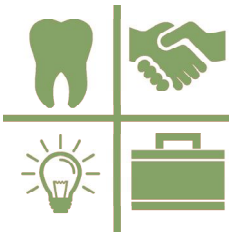
Lister Education Centre
 Lister Hospital
 Corey's Mill Lane
 Stevenage
 SG1 4AB

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



King's House Conference Centre
245 Ampthill Road
Bedford MK42 9AZ

There is ample free parking on site



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.



Wyboston Lakes Hotel

Wyboston

Bedford

Beds MK44 3AL

Free parking



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.

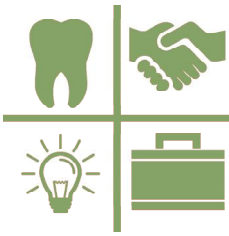
Most of the courses are based at the Lister Education Centre, but there are several opportunities for visits to dental practices, dental companies and conferences. Most study days will include a 'problem solving' session where problems of a clinical or interpersonal nature can be discussed with your 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: 0800 952 0870 option 2 Mobile: 07730 532739 Home: 01480 436485

💻 elinor.japp@nhs.net or elinor.japp@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.

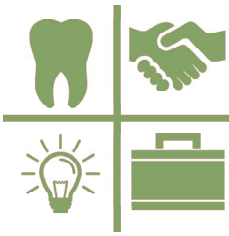
Don't forget to keep a copy of each of your claims....

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*)

Educational Supervisors and Foundation Dentists



Mrs. Marlise Devos

The Gables Dental Practice, 332 Cherry Hinton Road. CB1 8AZ



Miss Zara Katchi

King's College Dental School

☎ 01223 248202



Mr. Kalpesh Katechia



Mr. Rhishi Patel

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



Miss Minal Shah

Leeds Dental School

☎ 01582 432181



Mrs. Anne Manley



Mr. Steve Davies

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



Miss Aseel Khattab

Sheffield Dental School

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Mr. Hardeep Matharu



Mr. Soham Patel

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



Miss Manisha Mirpuri

Birmingham Dental School

☎ 01582 727314



Mr. Amir Patel

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



Mr. Hiran Patel

King's College Dental School

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Mr. Anil Patel

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



Miss Sepidah Jalal Jalali

UCLAN Dental School

☎ 01923 672773



Educational Supervisors and Foundation Dentists



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Mr Jasraj Chaa

King's College Dental School

☎ 01727 855469



Mr. Minesh Patel

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



Mr. Ravi Morjaria

King's College Dental School

☎ 01234 266608



Mr. Vishaal Shah

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



Mr. Chandra Sonara

King's College Dental School

☎ 01992 462345



Mr. Glen Taylor

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



Mr Aftab Butt

King's College Dental School

☎ 01234 310210



Mrs. Philippa Warner

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



Miss Ayman Dhanji

King's College Dental School

☎ 01582 708100



Mrs Anneke Whelan

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



Mr. Mobeen Farooq

Sheffield Dental School

☎ 01920 87745

Certificates and uploads



During the year there will be a variety of learning experiences, activities, attendance and surveys which you will be required to evidence in your portfolio.

These will need to be uploaded by FRCP at the end of the year.

E-learning

Equality and Diversity

Information Governance Toolkit

Safeguarding Adults and Children Level 2

Mental Capacity Act

BDA Cancer Toolkit

Script Modules

Health and safety

Medical Emergencies and BLS

Project work

Foundation skills and completion of Foundation Skills certificate

Case presentations and certificate of completion – Autumn, Spring and final

Clinical Audit– Poster , abstract and certificate of completion

Others

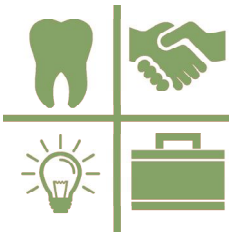
Monthly Compass reports

BDA conference attendance

National DFT survey

HEEoE local DFT survey

This list is provisional and there may be additional information required. Please do not upload certificates and information unless specifically requested.



Calendar 2017 - 2018

2017

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

Wednesday 6th September

Thursday 7th September

Friday 8th September

Friday 22nd September

Friday 6th October

Friday 1st December **Last Day of Autumn Term**

Study Day at Lister Education Centre.

Back to basics—drill fest— practice

Residential –FDs –Novotel, Stevenage

Residential at Novotel, Stevenage.
Educational Supervisors to be present from 9.30am -all day Friday

No study day –FDs work in practice

Study Day with FDs' own dental nurses at LEC.

Educational Supervisors present at LEC from 1.30pm.

2018 Provisional dates-tbc

4th to 26th January

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

Friday 09th February **First Day of Spring Term**

Friday 23rd March **Last day of Spring Term**

ESs at LEC from 1.30pm.

Friday 04th May **First Day of Summer Term**

Friday 6th July **Last Day of Summer Term**

ESs present all day from 09.30am.