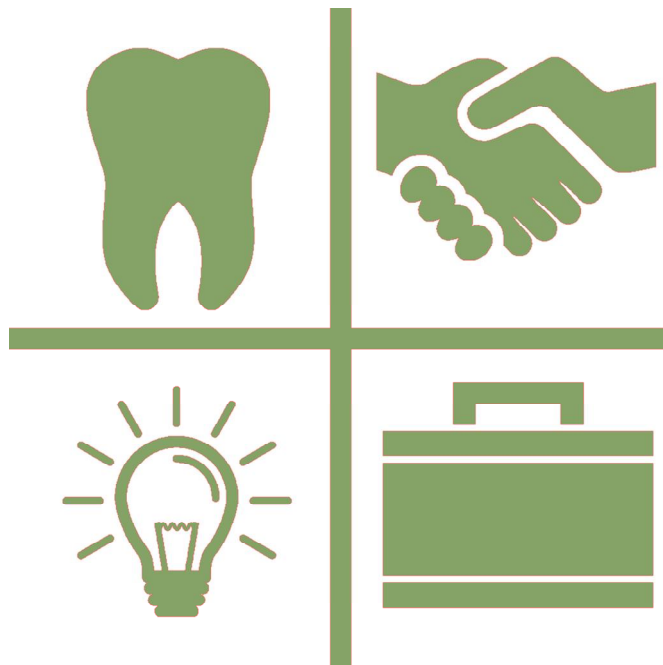


# Stevenage Dental Foundation Training Scheme

Scheme Handbook 2018 - 2019

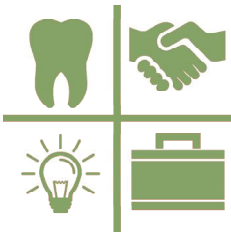


Developing people  
for health and  
healthcare

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

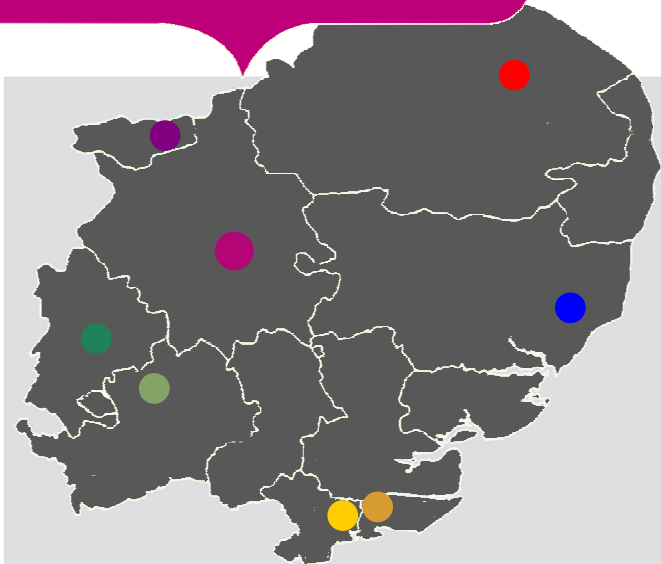
# Health Education England

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](mailto:pcranfield@nhs.net)

### Regional Dental Education Facilitator

**Ms. Elizabeth Hope**

☎ [elizabeth.hope@nhs.net](mailto:elizabeth.hope@nhs.net)

### Regional Foundation Training Administrator

**Mrs Patti Bradshaw**

☎ [patti.bradshaw@hee.nhs.uk](mailto: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

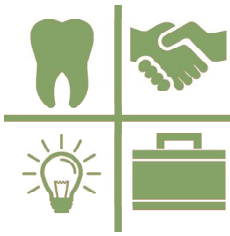
**Ms Hannah Woolnough**

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](mailto: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@hee.nhs.uk](mailto:elinor.japp@hee.nhs.uk)

### 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**

1-4 Church Mews,  
Wisbech,  
Cambs.  
PE13 1HL  
 0800 952 0870 option 2

# Lister Education Centre



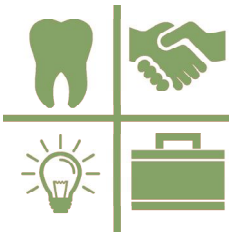
Lister Education Centre  
 Lister Hospital  
 Corey's Mill Lane  
 Stevenage  
 SG1 4AB

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.

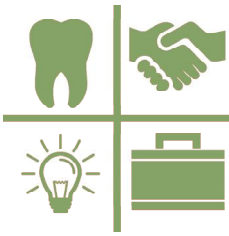
The structure of the course is not rigid and will be influenced by the FDs, so speak to the Training Programme Director and see what can be done to accommodate your wishes. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. Attendance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

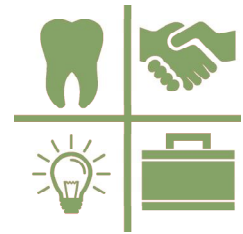
During the week your Training Programme Director can be contacted at:

## **Elinor Japp**

☎ Practice: 0800 952 0870 option 2    Mobile: 07730 532739    Home: 01480 436485

💻 [elinor.japp@nhs.net](mailto:elinor.japp@nhs.net) or [elinor.japp@hee.nhs.uk](mailto: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.*

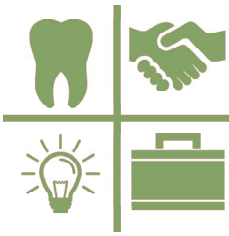
Don't forget to keep a copy of each of your claims....

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*)

Form for each event/day

FPD4  
NHS General Dental Practitioners Only

EXPENSES FOR CONTINUING PROFESSIONAL FOUNDATION TRAINING COURSES CLAIM FORM

Return this form 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

REMAINDER

# Educational Supervisors and Foundation Dentists



**Mrs. Marlise Devos**

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



**Miss Elham Kordrostami**

Leeds Dental School

☎ 01223 248202



**Mr. Kalpesh Katechia**



**Mr. Rhishi Patel**

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



**Mr. Rishi Nanavati**

Bristol Dental School

☎ 01582 432181



**Mrs Anne Manley**



**Mr. Steve Davies**

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



**Miss Diana Jawad**

King's College Dental School

☎ 01525 751100



**Mr. Hardeep Matharu**

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



**Miss Emily Humphreys**

King's College Dental School

☎ 01582 727314



**Mr. Amir Patel**

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



**Miss Abita Nanthakumar**

Birmingham Dental School

☎ 01438 312929



**Mr. Anil Patel**

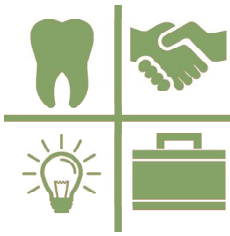
Bricketwood Dental Surgery, 65 Oakdale Road, Bricketwood, St Albans, Herts. AL2 3QB



**Miss Rachel Peacock**

Sheffield Dental School

☎ 01923 672773



# Educational Supervisors and Foundation Dentists



**Mr. Beejal Patel**

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



**Miss Sarah Simpson**

Birmingham Dental School

☎ 01727 855469



**Mr. Minesh Patel**



**Mr Rajan Prabhakar**

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



**Mr. Nihir Shah**

Bristol Dental School

☎ 01234 266608



**Mr. Samir Shah**



**Mr Rohan Devalia**

Poynters Road Dental Practice, 263, Poynters Rd, Dunstable, Beds LU5 4SJ



**Mr. Abbas Ali Manji**

King's College Dental School

☎ 01582 663822



**Mr. Glen Taylor**

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



**Mr Shyam Karia**

Cardiff Dental School

☎ 01234 310210



**Mrs. Philippa Warner**

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



**Miss Anika Shah**

King's College Dental School

☎ 01582 708100



**Mrs Anneke Whelan**

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



**Mr. Harjun Punni**

Bristol 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.

The items below need to be achieved before the FRCP. Your ES will be required to sign a declaration that all these have been obtained, and you will then upload this to your e-portfolio. You will also need to complete the PML evidence checklist for each item. All of these are regarded as necessary evidence for access to the NHS Dental Performers List.

## E- Learning

Document	Suggested source
Equality and Diversity	<b>eLearning for health</b> <a href="http://www.e-lfh.org.uk/home/Statutory_and_Mandatory_Training">http://www.e-lfh.org.uk/home/Statutory and Mandatory Training</a>
Information Governance Toolkit	
Safeguarding Adults and Children Level 2 and Mental Capacity Act	
Health and safety	As above or DenMed certificate
BDA Cancer Toolkit	<a href="https://www.doctors.net.uk/eClientopen/CRUK/oral_cancer_toolkit_2015_open/">https://www.doctors.net.uk/eClientopen/CRUK/oral_cancer_toolkit_2015_open/</a>
Script Modules	<b>Script</b> <a href="http://hee3.dentalprescriber.org/login">http://hee3.dentalprescriber.org/login</a>
Medical Emergencies and BLS	Practice Training – scan certificate and save as 'pdf

## Project work

Foundation Skills final assessment sheet and certificate of completion

Case presentations certificate

Clinical Audit certificate

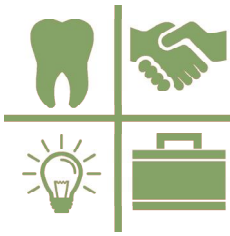
## Others

Monthly Compass reports—End of month reports to show UDAS

National DFT survey– Certificate of completion

This list is provisional and there may be additional information required.

Please do not upload certificates and information unless specifically requested.



# Calendar 2017 - 2018

## 2018

<b>Friday 07th September</b> <b>First Day of Autumn Term</b>	Study Day at Lister Education Centre.
<b>Monday 10th September</b>	Back to basics—drill fest– practice
<b>Wednesday 12th September</b>	Residential –FDs –Novotel, Stevenage
<b>Thursday 13th September</b>	Residential at Novotel, Stevenage. Educational Supervisors to be present from 9.30am -all day Friday
<b>Friday 12th October</b>	Study Day with FDs’ own dental nurses at LEC.
<b>Friday 19th October</b>	<b>ESR interviews</b>
<b>Thursday 06th December</b> <b>Last Day of Autumn Term</b>	Educational Supervisors present at LEC from 1.30pm.

## 2019 Provisional dates-tbc

<b>03rd to 25th January</b>	Practice Mid Year Visits - dates and time to be arranged.
<b>Friday 08th February</b> <b>First Day of Spring Term</b>	
<b>Friday 22nd March</b> <b>Last day of Spring Term</b>	ESs at LEC from 1.30pm.
<b>Friday 03rd May</b> <b>First Day of Summer Term</b>	
<b>Friday 28th June</b> <b>Last Day of Summer Term</b>	ESs present all day from 09.30am.