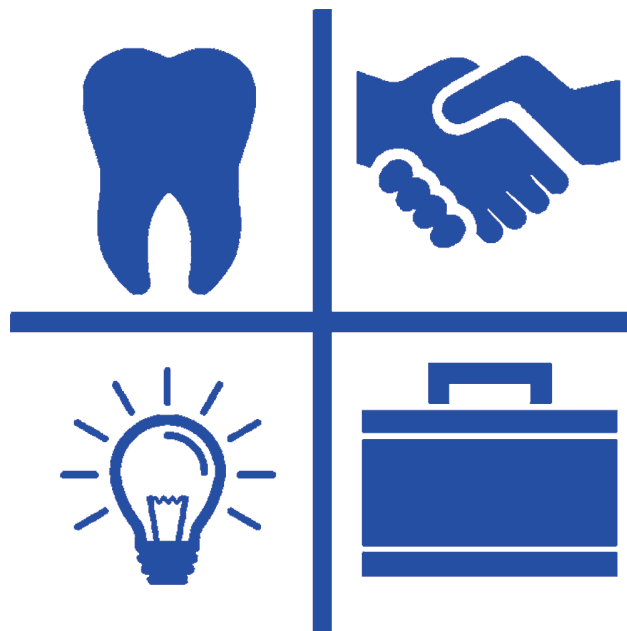


# Hertfordshire and West Essex Dental Foundation Training Scheme

**Autumn Term Programme 2021-2022**





# Hertfordshire and West Essex Dental Foundation Training Scheme

## Lister Hospital Postgraduate Centre

Lister Hospital, Corey's Mill Lane, Stevenage, SG1 4AG

Tel: 01438 284923

Regional Postgraduate Dental Dean	<b>Andrew Dickenson</b>
Regional Deputy Postgraduate Dental Dean, Early Years	<b>Deborah Manger</b>
Associate Dental Dean for Regional Trainee Support	<b>Fleur Kellett</b>
Regional Dental Account Manager	<b>Rivie Mayele-Tamina</b>
Regional Dental Faculty Support Officer	<b>Patti Bradshaw, Jemma Brighton</b>
Regional Faculty Support Administrator	<b>Peta Wright, Kapil Nandha</b>
Postgraduate Centre Manager	<b>Michaela Turner-Douglas</b>
Scheme Administrator	<b>Georgia Cooper</b>
Training Programme Director	<b>Peter Russell</b> BDS PgCert DenEd
	07411 793026 peter.russell@hee.nhs.uk



# Hertfordshire and West Essex Dental Foundation Training Scheme

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# Hertfordshire and West Essex Dental Foundation Training Scheme

## Lister Hospital Postgraduate Centre



Based at the education centre at Lister Hospital in Stevenage, the Hertfordshire and West Essex DFT scheme.

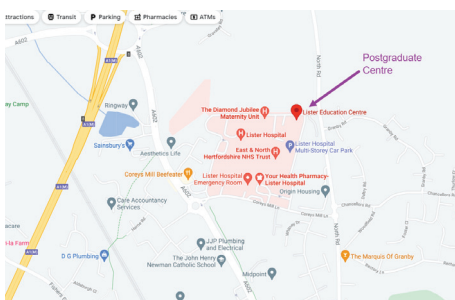
This year is your year. It is about you changing yourself from being an individual, competitive student into a team playing professional: it is about your immersion in the world of general dental practice and learning 'how to work' through extensive wide-ranging clinical experience and often difficult and challenging situations within the NHS. It is about building a bed rock for you to fly into your new practice future.

You will be expected to contribute, debate, challenge and justify your reasoning. You will present to a wide variety of audiences during the year. The study days are your days and the more you participate, the more you will gain.

As your Training Programme Director, I will endeavour to help you, advise you and cajole you, to attain the success you seek and need, to move forward in your next career stages. I have been an SHO in Oral surgery, a GDP for longer than I'd like to say and involved in dental training of nurses and Dentists for some years.

This year is unique and special in your career. Grab it with both hands and make it work for you!

## Location and Map



The Postgraduate centre is towards the back of the Lister Hospital Site. Parking is on site in many locations. There is catering on site too but in the main hospital building. There is a coffee machine in the Postgrad centre.



# Autumn Term

## Venues and Subjects

**Friday 4th September**

Scheme Induction

am: FD induction

pm: ES induction

*Lister PGMC*

**Friday 10th September**

Regional Induction - Welcome and Introduction

Using the Dental ePortfolio

Introduction to the GDC

The NHS Business Services Authority

*Virtual Remote Learning Platform - Links to be confirmed.*

**Thursday 16th September**

Skills Assessment (Hands On)

Practical Assessment of a CI 2 Cavity in Amalgam

Practical Assessment of a Full Coverage Crown

Anesthetic Review, Problems.

*Postgraduate Centre Kettering General Hospital*

**Friday 17th September**

Clinical Skills:Radiography

NHS Rules & Regulations

*Bedford Hospital Skills and Learning Centre*

**Friday 24th September**

Oral Medicine and Cancer

*Bedford Hospital Skills and Learning Centre*

**Friday 24th September**

Clinical Photography: A practical Guide

*Bedford Hospital Skills and Learning Centre*

**Thursday 30th September**

Endodontics Part 1 (Hands On) Group A

*EndoMishra Baldock*

**Friday 1st October**

Endodontics Part 1 ( Hands On) Group B

*EndoMishra Baldock*

**Friday 8th October**

Periodontology in Practice

*Virtual Remote Learning Platform - Links to be confirmed.*

<b>Friday 8th October</b>	Emergencies and Pain Management	<i>Virtual Remote Learning Platform - Links to be confirmed.</i>
<b>Friday 15th October</b>	e-LFH and Script	<i>Virtual Remote Learning Platform - Links to be confirmed.</i>
<b>Friday 22nd October</b>	Medicolegal (Ethics and Complaints Handling) Early Stage Review Interviews	<i>Virtual Remote Learning Platform - Links to be confirmed.</i>
<b>Friday 29th October</b>	Communication Skills	<i>Lister PGMC</i>
<b>Friday 5th November</b>	Milestone 1 - Emergency Case	<i>Lister PGMC</i>
<b>Friday 12th November</b>	Oral Surgery	<i>Bedford Hospital Skills and Learning Centre</i>
<b>Friday 12th November</b>	Treatment Planning	<i>Bedford Hospital Skills and Learning Centre</i>
<b>Friday 19th November</b>	Paediatric Dentistry	<i>Bedford Hospital Skills And Learning Centre</i>
<b>Friday 19th Novemeber</b>	Orthodontics	<i>Bedford Hospital Skills and LearninCentre</i>
<b>Thursday 25th November</b>	Direct Anterior Restorations	<i>Kettering Hospital PGMC Skills Room</i>
<b>Friday 3rd Decemeber</b>	e-LFH and Script	<i>Virtual Remote Learning Platform - Links to be confirmed.</i>
<b>Friday 10th Decemeber</b>	TBC	<i>Venue</i>
<b>Thursday 16th December</b>	Health and Safety	<i>Lister PGMC</i>

## Important Dates and Deadlines

Early Stage Review	Friday, 22 October 2021
Milestone 1 Presentation	Friday, 5 November 2021
MSF	Tuesday, 30 November 2021
PSQ	Friday, 17 December 2021
e-LfH and Script Completion	Friday, 31 December 2021
MS2 Submission Deadline	Friday, 14 January 2022
IRCP	Thursday, 17 February 2022
e-LiFT completion of all modules	Friday, 1 April 2022
Milestone 3 Submission Deadlie	Friday, 20 May 2022
FRCP	Friday, 15 July 2022



# Friday 4th September

Lister PGMC

## Day Session

09.30

### Scheme Induction

CPD Hrs = 6

**Peter Russell**

TPD

*Learn about the Dental Foundation Training year, the induction process, the support services available and the commitment needed to complete the year.*

#### Objectives

- *To introduce and orientate delegates to the Dental Foundation Training programme.*
- *To give delegates tools to develop their role as a Foundation Dentist throughout the year.*
- *Inform delegates of the requirements of Foundation Training and to develop teamwork skills.*

#### Learning Content

- *Be able to demonstrate an understanding of learning styles and reflection.*
- *Define the timeline of the Dental Foundation Training year.*
- *Have a knowledge of their peer group and Midlands & East HEE personnel together with an enhanced ability to work with others as a team.*

**GDC Outcomes: A B C D**







# Friday 4th September

Lister PGMC

## Morning Session

09:30

am: FD induction

CPD Hrs = 4

**Peter Russell**

TPD

*Getting to know your scheme. Your colleagues and other FDs.  
Understanding the FD year and getting a head start on your year.*



13:30

End

14:00

pm: ES induction

CPD Hrs = 3

**Peter Russell**

TPD

*Getting to meet the other ESs and build teamwork.  
Understanding the changes to this years processes.  
APLAN  
AUDIT  
E-Learning  
Timeline*



16:30

End



# Friday 10th September

Virtual Remote Learning Platform - Links to be confirmed.

## Morning Session

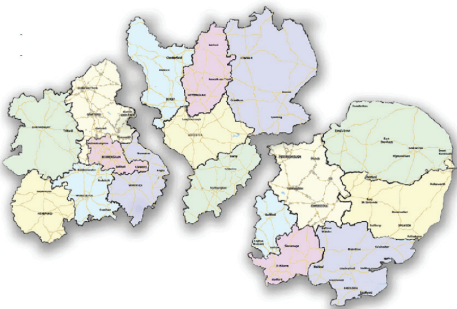
09.00

### Regional Induction - Welcome and Introduction

CPD Hrs = 6

#### Deborah Manger

Regional Deputy Postgraduate Dental Dean, Early Years



*This session is a welcome to all the new Foundation Dentists in the Midlands and East Region and to introduce and orientate them to their Dental Foundation Training year. It will help everyone develop their role as a Foundation Dentist throughout the year by providing information about the content and timelines that have to be maintained. Completion of Dental Foundation Training has specific requirements and these will be outlined and discussed.*

#### Objectives

- Explain what the Dental Foundation Training year involves, the induction process, the support services available and the commitment needed to complete the year.
- Provide experience, access to and navigation of the Dental Foundation Training e-portfolio, Intrepid Course Manager, APlan and the HEE-M&E website.
- Define the RCP process involved in the satisfactory completion of Dental Foundation Training.

#### Learning Content

- Be able to demonstrate an understanding of learning styles and reflection.
- Have a recognition of their peer group and Midlands & East HEE personnel together with an enhanced ability to work with others as a team.
- Recognise the need for professional and ethical behaviour and have knowledge of the NHS rules and regulations.

#### GDC Outcomes: A B C D





# Friday 10th September

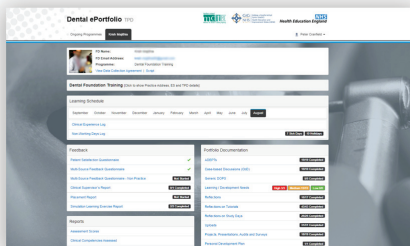
## Virtual Remote Learning Platform - Links to be confirmed.

0.00

### Using the Dental ePortfolio

**Peter Cranfield**

TPD & Regional Advisor for Projects & Innovation



*The Dental ePortfolio is an online record of your progress and and development throughout the Foundation Training year. Not only does it contain your reflective comments on your experiences and learning, but it also records all your achievements and their assessments. It provides tools for gaining feedback from the dental team around you, and also from your patients. It also logs your clinical work and growth. Timely completion of the ePortfolio is essential and this session is an opportunity to learn about the content and hidden depths of the ePortfolio.*

10.50

Break

11.00

### Introduction to the GDC

**Elena Scherbatykh**

Policy Manager · General Dental Council



*The General Dental Council re an independent organisation which regulates dentists and dental care professionals in the UK. They set dental standards, hold a register of qualified dental professionals, quality assure education and investigate concerns about treatment or conduct.*

#### Objectives

- To learn about the role and structure of the GDC.
- To learn about how the GDC regulates the profession
- To learn about professional and ethical responsibilities of registrants

#### Learning Content

- FD's responsibilities as Dental Professionals
- How the GDC functions.
- What sanctions can be applied to registrants in breach of their professional standards

**GDC Outcomes: A B C D**

12.00

Lunch



# Friday 10th September

## Virtual Remote Learning Platform - Links to be confirmed.

### Afternoon Session

12.30

### The NHS Business Services Authority

Speaker role

*The NHS BSA support those essential providers of services to the NHS, dental providers and performers. They are responsible for processing all the claims we make in practice for the treatment that we provide for our patients; a total of over 43.6 million dental claims per year.*

*Our access to the BSA is often through the Compass portal, where we can see and update information about ourselves as dental performers and our dental claims.*

*Today's webinar will give us insight into the work of the BSA and requirements of the NHS Dental Regulations which direct and control our dental care provision.*

*The day will be completed by a short session from Deborah Manger.*

Please log in with your username and password below

Username

Password

Memorable Word

[eDIN Reporting](#)  
[Total Reward Statements](#)  
[Complaints Accessibility Statement](#)  
[Complaints Guides](#)

[Change Password](#) | [Change Memorable Word](#) | [FAQ](#) | [Cookie Usage](#)

If you have forgotten your password or your memorable word - Please [Click here](#)  
If your account has been disabled or you have forgotten your username - Please [Click here](#)



# Thursday 16th September

## Postgraduate Centre Kettering General Hospital

### Day Session

09.30

#### Skills Assessment (Hands On)

CPD Hrs = 6

**Peter Russell, Lomas Paul, Beejal Patel and Jashan J**

TPD and Scheme ESs

*Participants will have the opportunity to place a CL II amalgam restoration and cut a crown preparation under expert supervision*

*These sessions will alternate with the "Anaesthetic" presentation in an adjacent room.*

#### Objectives

- *To have practice in cutting and restoring a CL II cavity*
- *To have practiced cutting a full crown preparation*
- *Undertake practical exercises to reinforce protocols under expert supervision*

#### Learning Content

- *Critique from supervisors to improve the FD performance and confidence prior to clinical practice.*
- *To have had time to evaluate their clinical skills and make changes prior to clinical practice.*

**GDC Outcomes: A B C**





# Thursday 16th September

## Postgraduate Centre Kettering General Hospital

### Morning Session

09.30

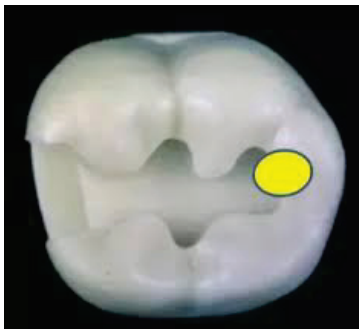
#### Practical Assessment of a CL 2 Cavity in Amalgam

CPD Hrs = 3

**Jashan Jethwa, Beejal Patel and Lomas Paul**

Scheme ESs

*Practice cutting and restoring a CL II cavity with Amalgam*



09.30

#### Practical Assessment of a Full Coverage Crown

CPD Hrs = 3

**Jashan Jethwa, Beejal Patel and Lomas Paul**

Scheme ESs

*Practice preparing a Full Coverage crown*





# Thursday 16th September

## Postgraduate Centre Kettering General Hospital

### Afternoon Session

13:30

#### Anesthetic Review, Problems.

CPD Hrs = 3

**Peter Russell**

TPD

*An Overview of dental Anesthetics  
Problem Clinic*

#### Objectives

- *To understand the various delivery techniques for dental anaesthetics, their strengths and weaknesses.*
- *To have a "Failure" protocol*
- *Opportunity to seek advice for problems in your first weeks.*

#### Learning Content

- *Content to explore the various techniques for delivery of dental anaesthetics*
- *To Have a Process for failure mitigation*
- *To fully understand anaesthetic choices in the dental setting*

**GDC Outcomes: A B C**



16:30

End



# Friday 17th September

## Bedford Hospital Skills and Learning Centre

### Morning Session

09.30

#### Clinical Skills:Radiography

CPD Hrs = 3

#### Jeremy Norris

Bedfordshire ES

*A session to provide a refresher on how to justify, report and grade dental radiographs.*

*We shall refresh theory in relation to everyday practice of dental radiography. We shall also try to understand the range of holders and views and share solutions for common issues*



#### Objectives

- *To be able to justify, report and grade your radiographs.*
- *To gain hints and tips for overcoming common issues*
- *To be able to choose appropriate radiographic views*

#### Learning Content

- *To be able to justify, assess and report on dental radiographs*
- *To have processes to overcome common issues in Radiography*
- *To understand and choose the appropriate views for dental radiographs and their uses.*

#### GDC Outcomes: A B D

12.30

Lunch

**Please bring Film Holders to the session**





# Friday 17th September

Bedford Hospital Skills and Learning Centre

## Afternoon Session

13:30

### NHS Rules & Regulations

CPD Hrs = 3

**Peter Russell**

TPD



*Provide Foundation Dentists with a working knowledge of the rules and regulations applying to the provision of NHS dental care for their patients and to ensure they are able to inform patients appropriately of the availability of NHS services.*

#### Objectives

- *Explain how and when to claim for NHS treatment that has been provided to patients.*
- *Define the rules regarding provision of NHS dental care.*
- *Have the ability to talk confidently about what can be provided through NHS dental services*

#### Learning Content

- *List the structures and content of NHS treatment bands and associated NHS banding charges.*
- *Apply the rules regarding provision of NHS dental care.*
- *Be able to perform within the structure of NHS GDS contracts.*

**GDC Outcomes: A B C D**

16:30

End



# Friday 24th September

Bedford Hospital Skills and Learning Centre

## Morning Session

09.30

### Oral Medicine and Cancer

CPD Hrs = 3

**Stphanie Agar**

Herts & W.Essex ES



#### Objectives

- Describe how to educate patients in general dental practice on possible risk factors for oral cancer, including having confidence in delivering 'very brief advice'.
- Identify oral premalignant conditions and identify the appropriate referral pathways, and when specialist advice is necessary.
- Describe the extent of surgery involved in some cases and the implications to both patient and their families, alongside how to support patients postoperatively, following radiotherapy, chemotherapy and surgery, and the implications this has on providing dental treatment.

#### Learning Content

- Explain the incidence, diagnosis and prevention of oral lesions and mouth cancer.
- Recognise local and national support services and resources in the care of mouth cancer.
- Demonstrate the ability to communicate effectively and sensitively with patients about the prevention, diagnosis and treatment of oral lesions, with an improved knowledge of the disciplines involved in the patient journey through diagnosis to treatment of head and neck cancer patients, alongside the role the general dental practitioner may need to play.

**GDC Outcomes: A B C D**

12.30

Lunch



# Friday 24th September

## Bedford Hospital Skills and Learning Centre

### Afternoon Session

14:30

#### Clinical Photography: A practical Guide

CPD Hrs = 6

**Dr Peter Cranfield**

Bedford TPD



*To review the terminology and basic functions of cameras and accessory equipment used in dental clinical photography, allowing the Foundation Dentist to take good quality clinical images.*

#### Objectives

- *Identify the importance of obtaining valid consent from patients and keeping full and contemporaneous records alongside consent policies and procedures required when taking, storing and publishing clinical photographic images.*
- *Evaluate use of the most optimal equipment, camera settings and accessory equipment to produce high quality clinical images and to be able to diagnose if how to improve suboptimal images.*
- *Recognise the use of the wider team to aid image production of a high standard and how to use software to prepare images for use in presentations and projects.*

#### Learning Content

- *Demonstrate consistent, high quality clinical images to be used for patient education, building their own clinical portfolio and for coursework submissions throughout the training year.*
- *Evaluate their own clinical images to troubleshoot how to improve them where issues arise.*
- *Construct a systematic approach to make clinical photography routine in the Foundation Dentist's daily workflow.*



**GDC Outcomes: A C**

16:30

End

Please bring your practice Camera and accessories



# Thursday 30th September

EndoMishra Baldock

## Day Session

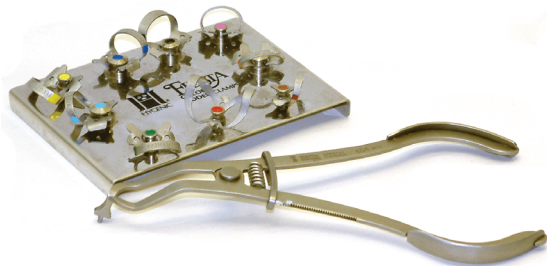
09.30

### Endodontics Part 1 (Hands On) Group A

CPD Hrs = 6

#### Shashi Mishra

Specialist Endodontist



*To give Foundation Dentists greater confidence, knowledge and technical ability in the diagnosis and treatment of apical and pulpal pathology. To allow Foundation Dentists to understand the factors involved in restoring the endodontically treated tooth.*

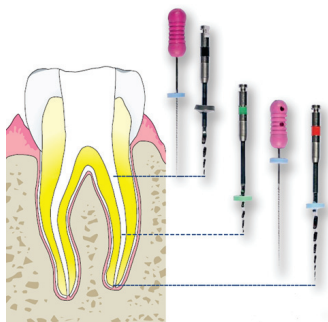
#### Objectives

- Review current concepts in the prevention of apical and pulpal pathology.
- Describe the pathophysiology of the pulp-dentine complex and the symptoms of pulp-dentine pathology.
- Undertake practical training to have a greater knowledge of the principles of endodontic access, canal preparation, canal irrigation, obturation and the restoration of the endodontically treated tooth.

#### Learning Content

- Demonstrate an enhanced knowledge and ability to manage patients with endodontic problems.
- Demonstrate greater skill in the treatment of endodontically involved teeth.
- Evaluate how to restore the endodontically treated tooth.

#### GDC Outcomes: A C



16.30

End

A Pizza Lunch will be provided



# Friday 1st October

EndoMishra Baldock

## Day Session

09.30

### Endodontics Part 1 ( Hands On) Group B

CPD Hrs = 6

#### Shashi Mishra

Specialist Endodontist

*To give Foundation Dentists greater confidence, knowledge and technical ability in the diagnosis and treatment of apical and pulpal pathology. To allow Foundation Dentists to understand the factors involved in restoring the endodontically treated tooth.*

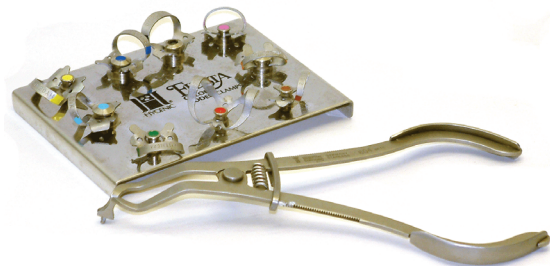
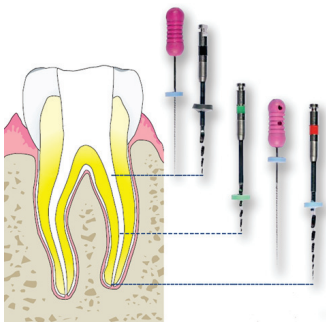
#### Objectives

- Review current concepts in the prevention of apical and pulpal pathology.
- Describe the pathophysiology of the pulp-dentine complex and the symptoms of pulp-dentine pathology.
- Undertake practical training to have a greater knowledge of the principles of endodontic access, canal preparation, canal irrigation, obturation and the restoration of the endodontically treated tooth.

#### Learning Content

- Demonstrate an enhanced knowledge and ability to manage patients with endodontic problems.
- Demonstrate greater skill in the treatment of endodontically involved teeth. Evaluate how to restore the endodontically treated tooth.

**GDC Outcomes: A C**



16.30

End

A Pizza Lunch will be provided.



# Friday 8th October

Virtual Remote Learning Platform - Links to be confirmed.

## Morning Session

09:30

### Periodontology in Practice

CPD Hrs = 3

#### Sabina Wadwhani

Bedfordshire ES and Clinical Tutor

*This session is a review of the current Classification of Periodontal Diseases 2017 and its implementation in General Dental Practice.*

#### Objectives

- Explain how to formulate individualised, written care or treatment plans for patients according to their individual circumstances.
- Describe how to monitor therapeutic outcomes and ensure that appropriate follow-up care is arranged.

#### Learning Content

- Demonstrate an understanding of the aetiology, diagnosis and classification of periodontal disease and be able to explain this to patients.
- Evaluate the periodontal tissues and provide a differential diagnosis of the patient's periodontal condition.
- Be able to integrate and deliver optimal periodontal care under the existing General Dental Service contract and assess when to refer a patient for more specialised periodontal care or to secondary care services.

#### GDC Outcomes: A C



12:30

Lunch





# Friday 8th October

Virtual Remote Learning Platform - Links to be confirmed.

## Afternoon Session

13:30

### Emergencies and Pain Management

CPD Hrs = 3

#### Victor Gehani

Bedfordshire ES and Practice Principal



*To give knowledge, understanding and practical ability to be able to successfully manage an emergency patient. To help Foundation Dentists to be more competent in the diagnosis and management of dental emergencies and be aware the role the entire team play in this respect.*

*To explore the presentation of patients in pain and common causes and treatment modalities.*

#### Objectives

- *Identify the importance of thorough history taking, special tests, diagnosis and treatment planning for dental emergencies, including informed consent.*
- *Evaluate appropriate management strategies for patients that present with dental pain of various causes and tooth fracture.*
- *Discuss the need to be confident in liaising with the wider team to help schedule emergency appointments so there is sufficient time to manage them appropriately.*



#### Learning Content

- *Foundation Dentists will be able to describe how to competently manage commonly occurring dental emergencies, including trauma.*
- *Be able to diagnose and respond with appropriate treatment to the different presentations of oral facial pain*
- *Organise and manage their own diaries to be able to cope with dental emergencies in a consistent, stress-free environment.*

**GDC Outcomes: A B C D**

16.30

End



# Friday 15th October

Virtual Remote Learning Platform - Links to be confirmed.

## Day Session

09.30

e-LFH and Script

CPD Hrs = 0

### Self Study

*To reinforce coursework details and Portfolio work from earlier Regional and local induction processes.*

*To give time for self study and to allow timely completion of the e-LfH and Script online learning.*

*Please see the sections in this guide for e-LfH and Script for deadlines and the modules required.*

### Objectives

- *Maintain the portfolio in a complete and timely fashion with full details*
- *To maintain the progress of the required coursework schedule e-LfH and Script.*
- *Ability to complete the upcoming Milestone case that Foundation Dentists are required to undertake.*

### Learning Content

- *Ensure the Milestone case is prepared for presentation at an appropriate standard.*
- *Foundation Dentists will be able to recognise the workload involved regarding coursework elements.*
- *Identify the requirements to produce a satisfactory standard of work to meet expectations, including those for e-LiFT and Milestones.*

### GDC Outcomes: A B C D

16:30

End





# Friday 22nd October

Virtual Remote Learning Platform - Links to be confirmed.

## Day Session

09.30

### Medicolegal (Ethics and Complaints Handling)

CPD Hrs = 3

#### Dental Defence Union

Dental Indemnity Provider.

*To provide a comprehensive knowledge base on the medicolegal issues that present themselves in general dental practice and management of complaints that may arise alongside ethical dilemmas.*

#### Objectives

- List the regulations and requirements regarding record keeping and dealing with complaints.
- Explore the legal and ethical responsibilities of dentists and the team including the provision of dental care within the structure and principles of providing NHS dental care.
- To learn about the regulations surrounding the process of correct management of patient complaints within General Dental Practice.
- Describe the processes of the GDCs regulation of the profession.

#### Learning Content

- Produce effective patient records within dental practice.
- Implement appropriate complaints handling in general dental practice.
- Identify the role of an indemnity provider in the support of the practice team and be able to define the professional responsibilities of all members of the dental team.

#### GDC Outcomes: A B D



12.30

Lunch

13:30

## Early Stage Review Interviews

CPD Hrs = 0

**Peter Russell**

TPD



*An opportunity for a one to one meeting between the Training Programme Director and the FD after a period of initial induction.*

*This is an informal and confidential meeting to discuss various topics to include: practice life, portfolio work and progress in the earlier period of training.*

*There is an opportunity for FDs to highlight any issues, be that clinical, wellbeing, practical or pastoral.*

*A timetable of meeting links will be issued near to the event.*

### Objectives

- *To ensure a solid and full induction has happened.*
- *To highlight any issues and plan timely and appropriate corrective interventions.*
- *Opportunity for the FD to highlight any of their concerns.*

**GDC Outcomes: A B C D**

16:30

End

**Ensure Portfolio is up to date and all entries are current and signed.**



# Friday 29th October

Lister PGMC

## Day Session

09.30

### Communication Skills

CPD Hrs = 6

#### Cascade

Specialist Communication experts

*To demonstrate the importance of communication and introduce Foundation Dentists to a range of skills they can use to communicate effectively with patients, team members and colleagues.*

*Cascade have many years of expertise in teaching communications skills in the dental environment.*

#### Objectives

- *Raise awareness of the importance of communication skills.*
- *Evaluate and assess clinician and patient interactions.*
- *Identify successful strategies to improve communication.*

#### Learning Content

- *Participants will be able to describe how stress affects their own communication with others and define the factors that affect the behaviours and communication of others.*
- *Differentiate the importance of non-verbal communication and active listening.*
- *Explain the range of skills required for dealing with a complaint and for providing feedback to colleagues.*

**GDC Outcomes: A B D**



16:30

End

**Bring an Open mind. Be prepared for an interactive Day !**



# Friday 5th November

Lister PGMC

## Day Session

09.30

### Milestone 1 - Emergency Case

CPD Hrs = 6

#### Peter Russell and FDs

TPD & FDs

*Dental Milestones are an assessment and learning process that occurs throughout the DFT year. At key stages Foundation Dentists are asked to produce clinical case reports / case presentations which increase in complexity through the year.*

*Milestone 1 is a clinical case that demonstrates treatment planning skills, it can be based around an emergency dental appointment with relevant treatment and long term plans or a treatment plan for a patient with dental disease.*

*You will present your Milestone 1, using PowerPoint, to the members of the Scheme and ESs for peer review. You will also receive formative feedback from the ESs and your TPD. This will help to highlight any learning needs demonstrated by the clinical case and presentation.*



#### Objectives

- Learn to use the case of a patient with dental trauma or a dental emergency to reflect on clinical skills of analysis and care provision together with improved presentation skills.

#### Learning Content

- Knowledge and experience of the power of self and peer reflection in personal development.
- Improvement in the provision of patient care through use of reflection, analysis and planning.

#### GDC Outcomes: A C

16:30

End



# Friday 12th November

## Bedford Hospital Skills and Learning Centre

### Morning Session

09.30

Oral Surgery

CPD Hrs = 3

#### Preeya & Nilesh Sakerchand

Bedfordshire ESs

*Allow participants to become more competent in oral surgery procedures undertaken in primary care, including the assessment and use of sectioning and bone removal where appropriate.*

#### Objectives

- *Allow participants to become more competent in oral surgery procedures undertaken in primary care, including the assessment and use of sectioning, flaps and bone removal where appropriate.*
- *Define local anaesthetic pharmacology, appropriate use of local anaesthetics and potential complications and their management.*
- *Provide practical training in the principles of assessment, flap design, bone removal and sectioning of teeth that require this approach for removal, including discussion of instrument selection (the surgical armamentarium) to undertake minor oral surgery procedures in general dental practice.*
- *Identify appropriate post-operative care and pain management for oral surgery patients.*

#### Learning Content

- *Evaluate and demonstrate application in the diagnosis, treatment and aftercare of patients requiring exodontia in general dental practice.*
- *Demonstrate greater skill and knowledge of methods of providing simple oral surgery and the instruments used to aid this.*
- *List the relevant guidance relating to oral surgery care in general dental practice.*

#### GDC Outcomes: A C



12.30

Lunch



# Friday 12th November

## Bedford Hospital Skills and Learning Centre

### Afternoon Session

13:30

### Treatment Planning

CPD Hrs = 3

**Kalpana Patel**

Bedfordshire ES

*To be able to provide a comprehensive treatment plan that the patient understands and that meets the patient's needs.*



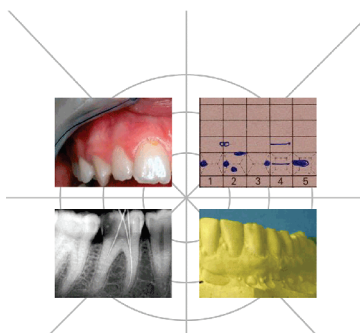
#### Objectives

- *Explore the multiple factors involved in the development of a patients' treatment plan for NHS care.*
- *Review the methods of assessing a patient's needs, wishes, requirements and the treatment options available for each patient in relation to the NHS regulations.*
- *Evaluate the skills necessary to be able to manage, involve and communicate to a patient the options and content of a treatment plan including patient's responsibilities and preventive regimes, or any need for referral.*

#### Learning Content

- *Identify and clarify a patient's treatment needs and requirements in relation to their wishes and expectations.*
- *Formulate suitable and effective treatment plans for patients including options for treatment modalities within the NHS regulations, including the need for any referral.*
- *Recognise the level of communication required to discuss with a patient an effective treatment plan in a manner which manages their expectations, wishes and requirements in an ethical and professional manner.*

**GDC Outcomes: A B C D**



16:30

End

**Bring Own Cases for discussion.**



# Friday 19th November

## Bedford Hospital Skills And Learning Centre

### Day Session

09.30

#### Paediatric Dentistry

CPD Hrs = 4

##### Michael Cranfield

Specialist in Paediatric care and Former Clinical Director of CDS-CIC

*The aim of this day is to review current best practice in the dental management of paediatric patients. This will be discussed using a series of case studies (plus the use of models to conduct hands on exercises).*

##### Objectives

- Assess and list our responsibilities in relation to paediatric management within in general dental practice.
- Demonstrate the use of stainless steel crowns on models to help develop the skills to use the Hall technique in a reliable manner.



##### Learning Content

- Perform a clinical assessment, special investigations and immediate management of acute dental trauma.
- List current treatment protocols in managing symptomatic/ asymptomatic primary teeth and be able to apply current restorative techniques to manage various scenarios.
- Recognise when a stainless steel crown is the preferred treatment option in and demonstrate delivery of this treatment modality.
- Be able to evaluate our responsibilities to provide safeguarding for children within a general dental environment.

**GDC Outcomes: A B C D**

13:30

Lunch





# Friday 19th November

## Bedford Hospital Skills and Learning Centre

### Afternoon Session

14:30

Orthodontics

CPD Hrs = 2

#### Michael Cranfield

Specialist Paediatric Dentist

*This session will use case-based studies to discuss current concepts around orthodontic assessment and treatments. Allow FDs to understand the referral pathways and criteria for orthodontic cases.*

#### Objectives

- Identify how to conduct a thorough orthodontic assessment in general dental practice
- Explain appropriate times to refer to secondary care or specialist practice.
- Explore current guidance documents relating to orthodontics.

#### Learning Content

- Improved knowledge of how to carry out an orthodontic assessment in general dental practice.
- Recognise when to follow appropriate referral pathways.

**GDC Outcomes: A C**



16:30

End





# Thursday 25th November

Kettering Hospital PGMC Skills Room

## Day Session

09.30

### Direct Anterior Restorations

CPD Hrs = 6

**Aamir Vaghela**

Hertfordshire ES



*To assist Foundation Dentists in choosing which equipment and techniques to employ when directly restoring anterior teeth.*

*There will be a lecture component and practical sessions during the day in small groups. Groups will be issued at a later date.*

#### Objectives

- *Evaluate the different composite systems available, the nature of their composition and how this may impact on material selection choice when restoring anterior teeth, alongside application of the knowledge of the anatomy of anterior teeth.*
- *Define current bonding techniques, matrixing systems, techniques for composite build-ups/placement, use of stents, alongside shaping and finishing protocols, to produce a life-like final restoration.*
- *Undertake a series of practical exercises to reinforce protocols associated with direct anterior restorations using a phantom head: class IV restoration and a direct composite veneer.*

#### Learning Content

- *Critique from improved knowledge and ability, when to use which technique for direct anterior restorations.*
- *To have enhanced practical skills in restoring anterior teeth, using a variety of techniques and equipment, to an appropriate form, to provide a functional and aesthetic restoration.*

**GDC Outcomes: A C**



16:30

End



# Friday 3rd Decemeber

Virtual Remote Learning Platform - Links to be confirmed.

## Day Session

09.30

e-LFH and Script

CPD Hrs = 0

### Online Self-Study



*To reinforce coursework details and Portfolio work from earlier Regional and local induction processes.*

*To give time for self study and to allow timely completion of the e-LfH and Script online learning.*

*Please see the sections in this guide for e-LfH and Script for deadlines and the modules required.*

### Objectives

- *Maintain the portfolio in a complete and timely fashion with full details*
- *To maintain the progress of the required coursework schedule e-LfH and Script.*
- *Ability to complete the upcoming Milestone case that Foundation Dentists are required to undertake.*

### Learning Content

- *Ensure the Milestone case is prepared for presentation at an appropriate standard.*
- *Foundation Dentists will be able to recognise the workload involved regarding coursework elements.*
- *identify the requirements to produce a satisfactory standard of work to meet expectations, including those for e-LiFT and Milestones.*

### GDC Outcomes: A B C D

16:30

End



Friday 10th Decemeber

## Day Session

09.30

TBC

CPD Hrs = 0



# Thursday 16th December

Lister PGMC

## Day Session

09.30

### Health and Safety

CPD Hrs = 6

#### Jane Bonehill

Expert Speaker on Health & Safety in the Dental Setting

*For participants to increase their understanding and knowledge relating to health and safety in their workplace.*

#### Objectives

- Explain the principles of occupational health and safety and how to apply this knowledge in the workplace including use of risk assessments and the practical actions to improve health and safety, and therefore prevent accidents.
- State and identify the scope of legal and moral responsibilities whilst at work and determine reasonable methods to control risks associated with all aspects of the working environment.
- Describe principles of accident prevention and the need to report accidents and dangerous occurrences whilst being aware of the hazards and risks associated with the workplace, work equipment, work activities, display screen equipment and hazardous substances.

#### Learning Content

- Define the key principles and legal requirements that relate to health and safety in the workplace.
- Foundation Dentists will be able to explain their own roles with respect to health and safety in their training practice environments.
- Evaluate how well their training practice complies with current health and safety requirements and the changes that could be made.

**GDC Outcomes: A B D**

16.30

End





# Calendar 2021-2022

**Friday 3rd September**

**Friday 10th September**

**Thursday 16th September**

**Friday 17th September**

**Sunday 19th September**

**Friday 24th September**

**Thursday 30th September**

**Friday 1st October**

**Sunday 3rd October**

**Friday 8th October**

**Friday 15th October**

**Sunday 17th October**

**Friday 22nd October**

**Friday 29th October**

**Sunday 30th October**

**Friday 5th November**

**Friday 12th November**

**Sunday 14th November**

**Friday 19th November**

**Thursday 25th November**

**Friday 3rd December**

**Thursday 16th December**

**Friday 7th January 2022**

**Jan 6th - Feb 25th 2022**

**Friday 14th January**

**Friday 28th January**

**Thursday & Friday 17th & 18th February**

**Friday 29th March 2022**

**Friday 1st April 2022**

Scheme Introduction Lister PGMC

Regional Induction Online

**Skills Day Kettering Skills Centre**

NHS Regs & Photography BEDFORD PGMC

1st e-LfH modules deadline

**Oral Medicine & Photography BEDFORD PGMC**

**Endodontics 1 Hands on, BALDOCK - Group A**

**Endodontics 1 Hands On, BALDOCK - Group B**

2nd e-LfH Modules deadline

Periodontics & Emergencies and Pain, BEDFORD PGMC

Self Study day for e-LfH and Script

3rd e-LfH modules deadline

Record Keeping and Legal Online & ESR interviews

Communication Lister PGMC

4th e-LfH modules deadline

**MILESTONE 1 PRESENTATIONS Lister PGMC**

Oral Surgery & Treatment Planning BEDFORD PGMC

5th e-LfH modules deadline

Paedodontics & Ortho Lister PGMC

**Anterior Direct Composites KETTERING PGMC**

Self Study day for Script

**Health & Safety Lister PGMC**

All e-learning modules complete and uploaded e-LfH and Script

Practice Visits Poss virtual or in person ADEPT by TPD

**MILESTONE 2 SUBMISSION CLOSE APLAN**

**MILESTONE 2 REVIEW SUBMISSION CLOSE APLAN**

**IRCP**

**EASTER - No Study Day**

**e-LIFT FD Submission APLAN**

**Sunday 1st May 2022**

**Saturday 14th May 2022**

**Friday 20th May 2022**

**Friday 3rd June 2022**

**Friday 10th June 2022**

**Friday 8th July 2022**

**Friday 15th July 2022**

ES Marking Review Complete APLAN

FD re-submission e-LiFT APLAN

MILESTONE 3 Submission Close APLAN

MILESTONE 3 Reviews Close APLAN

ES re-mark e-LiFT Close APLAN

Celebration Day regional Meeting

FRCP



# Educational Supervisors and Foundation Dentists



**Aamir Vaghela**

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**Beejal Patel**

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**Caren Sohal**

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**Filip Zigic**

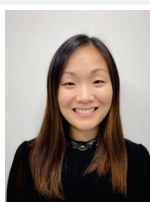
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Jacqueline Coomar  
Stephanie Agar**

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**Aashni Shah**

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**Lydia Chao**

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**Aysana Dallali**

Kings

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**Harmandeep Matharu**

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**Yael Holder**

Kings, London

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**Jashan Jethwa**

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**John Mikhail**

Kings, London

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**Kiran Devitt**

No1 High st Denatl, Hitchen, Herts SG5 1BH



**Sophie Wilson**

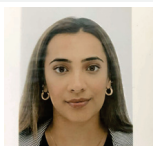
Leeds Dental School

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**Marlise De Vos**

The Gables Dental Practice, Cambridge, CB1 8AZ



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Kings, London

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**Minesh Patel**  
**Raj Prabhakar**

Chrysalis Dental Care, Goldington Rd, Bedford, MK41 9NS



**Ventis Dobrev**

Pennisula, Plymouth

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**Philippa Warner**  
**Shaswati Mandal**

Liverpool Road Health Centre, Liverpool Rd, Luton LU1 1HH



**Anjum Sami**

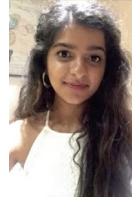
01582 708121





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## Hertfordshire and West Essex Scheme Buddy ES Pairings 2021-2022

Foundation Dentist	Educational Supervisor(s)	Buddy ES(s)
Yael Holder	Hardeep Matharu	Steph Agar/Jaqui Coomar
Nuran Ozyert	Filip Zigic	Marlise De Vos
Ayesha Malik	Marlise De Vos	Filip Zigic
Sophie Wilson	Kiran Devitt	Raj Prabhakar/ Minesh Patel
Ventis Dobrev	Minesh Patel/ Raj Prabhakar	Kiran Devitt
Aashni Shah	Jacqui Coomar/ Steph Agar	Hardeep Matharu
Eman Alaa	Sonal Patel	Anneke Whelan
Savithra Vickramarajah	Anneke Whelan	Sonal Patel
John Fawzy	Jashan Jethwa	Aamir Vaghela
Hima Kanabar	Pooja Gehani / Lomas Paul	Beejal Patel
Caren Sohal	Beejal Patel	Pooja Gehani / Lomas Paul
Natalie Liu	Amir Patel	Glen Taylor
Alisha Kotecha	Aamir Vaghela	Jashan Jethwa
Aysana Dallali	Lydia Chao / Glen Taylor	Amir Patel
Anjum Sami	Phillipa Warner/ Shaswati Mandal	Lydia Chao



# Online Learning

2021-2022

## List of Mandatory E-Learning

As part of your Foundation training year within Midlands and East you will undertake a number of online e\_Learning modules. All of these e-learning modules have specific completion dates.

Most of the e-Learning can be accessed from the e-LFH (e-Learning for Health) website, but the Script modules can be accessed directly from your e-Portfolio using the tab at the top of the dashboard page.

## e-Learning for Health

once you have received your login details from e\_Learning for Health you can access all the necessary modules by using this link:

<https://portal.e-lfh.org.uk/Component/Details/660298>

This takes you to a portal which leads to the **Midlands and East - Dental Foundation Trainees** learning path.

Here is a list of all the modules. Once each module has been completed the assessment for that module should also be completed and the certificate of completion uploaded to the e-Portfolio.

### Modules

### Course Sections

#### Statutory and Mandatory Training (SMT) **Completion Date 19-09-2021**

Conflict Resolution Level 1	40 mins
Data Security Awareness Level 1	70 mins
Equality and Diversity and Human Rights Level 1	20 mins
Fire Safety Level 1	30 mins
Moving and Handling Level 1	40 mins
Preventing Radicalisation - Basic Prevent Awareness	35 mins
Safeguarding Adults Level 1	40 mins
Safeguarding Adults Level 2	40 mins
Safeguarding Children Level 1	30 mins
Safeguarding Children Level 2	35 mins

#### Mental Capacity Act (MCA) **Completion Date 03-10-2021**

Mental Capacity Act as Part of Human Rights	20 mins
Assessing Mental Capacity	20 mins
Planning Ahead Using the MCA	20 mins
Best Interests	20 mins
Restraint	20 mins
Deprivation of Liberty	20 mins
Relationship Between the MCA and the MHA	20 mins
Mental Capacity Act and Young People aged 16 or 17	20 mins
Research Involving People Who Lack Capacity	20 mins
Mental Capacity Act and Adult Safeguarding	20 mins
Settling Disputes and Disagreements	20 mins

**Alcohol and Tobacco Brief Interventions Completion Date 17-10-2021**

Introduction to treating and preventing ill health	15 mins
Very Brief Advice on Smoking	15 mins
Alcohol Brief Advice	15 mins
Bringing It Together - Multiple Risk Factors	15 mins
Assessment	10 mins

**Making Every Contact Count (MECC) Completion Date 31-10-2021**

What is MECC and why is it important	30 mins
How to have a MECC conversation	30 mins
Signposting	15 mins
Five Ways to Wellbeing	30 mins
Assessment	10 mins

**HEE Rubber Dam Placement video Completion Date 13-11-2021**

Using your login details for e\_Learning for Health you can access this module by using this link:

<https://portal.e-lfh.org.uk/Component/Details/660298>

**e-Learning for Healthcare - Coronavirus programme Completion Date 13-11-2021**

This programme has been specifically developed and is regularly updated in response to the Covid-19 situation and can be located link:

<https://portal.e-lfh.org.uk/Component/Details/660298>

**Script** - An eLearning programme to improve prescribing competency

Please use the link in your e-Portfolio to access the Script site. When you have completed a module, this information will be passed to your e-Portfolio but you may wish to download a completion certificates for your CPD records.

**Modules Completion Date 05-12-2021**

Prescription Documentation and the Drug History	60 mins
Medication Errors and Adverse Drug Reactions	60 mins
Special Patient Groups	60 mins
Utilising the BNF	60 mins
Medical Emergencies	60 mins
Periprocedural Prescribing	60 mins
Dental Infection	60 mins
Pain, Ulceration, and Inflammation	60 mins
Prescription Documentation and the Drug History	60 mins
Medication Errors and Adverse Drug Reactions	60 mins

# BDA & Cancer Research UK Oral Cancer Recognition Toolkit

[https://www.doctors.net.uk/eclientopen/cruk/oral\\_cancer\\_toolkit\\_2015\\_open/](https://www.doctors.net.uk/eclientopen/cruk/oral_cancer_toolkit_2015_open/)

Although this topic may be covered in a study day, the toolkit is very valuable, and it is advised this is still completed irrespective of a scheme running an oral cancer study day. The completion certificates should be uploaded to your e-Portfolio

## Module Completion Date 19-12-2021

BDA-CRUK Oral Cancer Recognition Toolkit 3 hours

## List of Supplementary E-Learning Dentistry (e-Den) e-Learning for Health

<https://portal.e-lfh.org.uk>

This is a series of modules about dentistry known as e-Den. You will find these modules helpful when used in conjunction with your Study Days. References to particular modules may be included in the information for each Study Day. Accessing the relevant module before the Study Day will help you to gain more from the interactive learning session.

To locate the e-Den modules in the e-Learning for Health Website, click on '**My e-Learning**' at the top of the web-page and then enter the **Dentistry** name in the search box. When the search results appear, you will see the **Dentistry** module listed with an icon; click on '**Enrol**' and the Module will be added to your account. You will then be able to see each of the e-Den Modules and Course Sections in 'My e-Learning'.

### e-Den Module

#### 1 Patient Assessment

Profiling the Patient

Good Practice

Patient Assessment

Assessment Methods and Techniques

Health Promotion and Disease Prevention

Profiling the Patient

#### 2 Human Diseases and Medical and Dental Emergencies

Medical Topics and Dentistry

Medical Emergencies In Dentistry

#### 3 Anxiety and Pain Control in Dentistry

Principles of Dental Pain

Mediators of Central Pain

Dental Local Anaesthesia

Dental Local Anaesthetic Technique

Management of Dental Pain

Non-Pharmacological Anxiety Management

Intravenous Sedation

Inhalation Sedation

Dental General Anaesthesia

#### 4 Periodontal Disease and Management

Aetiology of Periodontal Disease

Periodontal Diagnosis and Determination of Prognosis

Periodontal Treatment Options

Patient Education and self-Performed Plaque Control

Non-Surgical Periodontal Therapy

Surgical Periodontal Therapy

#### 5 Hard and Soft Tissue Surgery

Pre- and Post-operative Assessment

Exodontia

Surgical Dentistry

Advanced Trauma Life Support (ATLS)

Management of Un-Erupted, Impacted, Ectopic and Supernumerary Teeth	Management of Benign Soft Tissue lesions
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## **6 Surgical and Non-Surgical Management of Head and Neck Disease**

Accurate Drug History and Relevance of Allergies	Odontogenic Infections
Management of Oral Mucosal Diseases	Craniofacial Pain Disorders
Neoplastic and Non Neoplastic Disease of the Head and Neck	

## **7 Management of the Developing Dentition**

Orthodontic Indices	Assessment for interceptive Treatment
Space Maintenance	Simple Removable Appliances
Oral Habits and Occlusal Trauma in the Mixed Dentition	
Emergency Care and Management of Orthodontal Problems	
Contemporary Orthodontics Normal Facial Growth and Dental Development	
Abnormalities of Facial Growth and Dental Development	

## **8 Restoration of Teeth**

Caries	Restoration of Permanent Teeth
Crowns	Restoration of Deciduous Teeth
Aesthetic Dentistry	Dental Biomaterials
Tooth Surface Loss	Endodontics
Dental Trauma	

## **9 Replacement of Teeth**

Bridgework	Occlusion
Complete Dentures	Partial Dentures
Implantology	Miscellaneous

## **10 Communication**

Patient and the Family	Teamworking
Other Professionals	

## **11 Professionalism**

Ethics	Self
The Clinical Team and Peers	

## **12 Management and Leadership**

The Need for Effective leadership and Management	Quality in Healthcare
Risk Management	Self-Management
Change Management	Managing a Business
Healthcare Systems	Professional Practice
Management and Leadership	

## **13 Sustainable Dentistry**

Introduction to Sustainable Dentistry	Measuring carbon in Healthcare
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# e-LIFT Project

**2021-2022**

Project 'e-LiFT' stands for Evidence-linked Learning in Foundation Training. This is simply project work covering the non-clinical elements of the DFT curriculum which are the domains of communication, professionalism, management and leadership.

FDs are expected to complete what are essentially reflective learning exercises in four units underpinned by evidence of their own work completed in the training practice. The units are core topics for the FD to reflect upon:

- Infection control
- Radiology
- Medical emergencies
- Clinical communication

The reflective learning exercise for each unit, allows for flexibility for the FD to hone in on specific learning or development points that have influenced them the most in their training year. Each of the units will entail reflective writing amounting to 1000 - 1250 words, each unit supported by 4- 6 pieces of evidence. Units 1 to 4 are to be completed by April 2022.

FDs will be given guidance documents and templates. Work for each unit will be assessed by external Educational Supervisors.

Here is a link to the HEE website for full details and module downloads:

<https://heeoee.hee.nhs.uk/node/2567>



# Milestones and APLAN

**2021-2022**

The Milestones are three clinical cases that Foundation Dentists (FDs) will present throughout the DFT year. The cases will increase in complexity as the year progresses and will be part of the formative assessment for IRCP and FRCP. The FDs will present each of their cases at their own scheme study day. The cases will be peer reviewed on the day by your own scheme members and educational supervisors. This process facilitates learning, self-assessment, reflection and insight. Milestone One is peer reviewed only. Milestones Two and Three use APLAN for additional anonymous feedback and scoring.

APLAN (Anonymous Peer Learning and Assessment Network) is an online tool which allows your cases to be distributed to other FDs and ESs across the Midlands and East region. Your Milestone Two and Milestone Three cases will be anonymously reviewed by three FDs and three ESs. In addition, you will be asked to provide anonymous feedback for three cases submitted by other FDs.

The deadlines for the case submission and review feedback on APLAN are

**Milestone 2:** Deadline for case uploads **14th Jan 2022.**  
Deadline for remote feedback **28th Jan 2022.**

**Milestone 3:** Deadline for case uploads **20th May 2022**  
Deadline for remote feedback **3rd June 2022**

There is no room for late submission of cases or feedback reviews. The window for giving feedback on cases will open within 48 hours of the case upload deadline closing and will remain open for two weeks. Failure to meet the deadlines may impact your IRCP and FRCP outcome.

## Case Guidance

You will find information on the share-point for FDs that covers the milestone cases and guidance on how to present them. General guidance for case presentation includes:

- Ensure you have written consent from your patient for the use of photographs, radiographs and clinical records;
- Start identifying cases as soon as possible, and have a few cases spare as back-up in case of patient non-attendance;
- Look at the marking criteria to help guide your presentation;
- Keep your case presentation concise and avoid using a lot of text on slides;
- Reflect on your case and provide modifications you would make in future; and
- Maximum presentation time is 10 to 15 minutes which is then followed by Q&A for around 10 minutes.

If you have any further queries please contact your TPD.





# Problem Solving and Support

**Hertfordshire and West Essex 2021-2022**

During the Foundation Training year there will be many opportunities for problems to arise. These may range from the 'crowns that never fit' to problems communicating with the Dental Nurse. 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.

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; so contact your TPD by phone or email early on if you have a problem or concern. Early resolution of that burning issue will help prevent any further worry. Remember that patient safety is paramount and confidentiality is assured, if required.

The DFT group is also a very useful forum to air problems and to seek a solution. Opportunities for group discussion occur in nearly every session of the Day Release Course. Naturally openness and frankness is usually required, but all members of the group will respect our rule of confidentiality outside the sessions.

Additionally there is further wide ranging support that can be obtained from the Associate Dean for Regional Trainee Support. Here is a web address support:

<https://heeoe.hee.nhs.uk/dental/trainee-support>

## Contacts for Support

### **Training Programme Director**

Peter Russell

Phone: 07411793026

Email: [peter.russell@hee.nhs.uk](mailto:peter.russell@hee.nhs.uk)

### **Regional Deputy Postgraduate Dental Dean, Early Years** Deborah Manger

Email: [please use - DFT.ME@hee.nhs.uk](mailto:please use - DFT.ME@hee.nhs.uk)

### **Associate Dental Dean for Regional Trainee Support**

Fleur Kellett

Email: [DentalTraineeSupport.ME@hee.nhs.uk](mailto:DentalTraineeSupport.ME@hee.nhs.uk)



# Claiming Travel and Subsistence

**2021-2022**

For payment of Dental Foundation Training claims, Foundation Dentists must adhere to the following guidance:

All claims must be submitted on the appropriate form issued by your TPD. This form should be fully completed, easily readable, and signed by your TPD who will check all claims are valid. They will also cross through any incomplete lines to stop any claims being added after signing.

Travel claims must reflect the actual mileage undertaken, or travel costs incurred, in attending your Study Day Programme only. Note that the mileage calculated from the home address to venue will be adjusted by NHS England once your form is submitted to them. Your usual mileage from your home to the dental practice will be deducted from the amount (you do not need to enter this separately on the form, NHS England will calculate this).

(Current mileage rate = £0.24 per mile, dentists carrying one or more named eligible dentists to the same course = an additional £0.05 per mile) Where passengers are being claimed for, their full names, contract number and performer number is required.

FDs should travel only by second class if they travel by rail and should attach tickets or receipts to their claim forms.

Taxis should not be used and cannot be claimed - if their use is required due to particular circumstances then the reasons need to be discussed with the Postgraduate Dental Dean, or Deputy, and you will need to get approval in advance, in writing, and provide it with the claim form.

Within Midlands & East overnight accommodation is not claimable except in very specific authorised circumstances, therefore claims for accommodation or evening meal allowance should be not be made.

A daily lunch allowance is payable: (applicable when more than five hours away from practice, including the times between 12:00 - 2:00pm) = up to a maximum of £5.00, itemised receipts must be provided when making a claim. Please note that bank statements are not acceptable forms of receipt and no reimbursements can be made on alcoholic drinks.

All claim forms must be completed accurately and honestly. You may only claim for actual expenses incurred and must not exaggerate claims, provide alternative or fabricated receipts or deliberately incur unnecessary expense. False claims are fraudulent and may be investigated by the NHS England Area Team, with onward referral to NHS Fraud Investigators and/or the GDC.

Claims must be submitted within 3 months of the event and receipts must be included for all travel, meals and car parking. Trainees are advised keep a copy of the claim form and the submitted receipts, and to send claim forms by signed delivery service (you may not claim this postage cost) or email.

Claim forms should be sent Completed Claim forms should be submitted to the BSA via your BSA Compass login. You can access an information leaflet about this from here:

[http://www.copdend.org/dft handbook/FD\\_Handbook/The\\_Scheme/T\\_-\\_S\\_Expenses/FD\\_Travel\\_and\\_Subsistence\\_claims\\_via\\_Self\\_Service\\_in\\_Compass.pdf](http://www.copdend.org/dft handbook/FD_Handbook/The_Scheme/T_-_S_Expenses/FD_Travel_and_Subsistence_claims_via_Self_Service_in_Compass.pdf)

Your payments will appear on the training practice BSA schedule and your Educational Supervisor will pay them to you as non-taxable expenses.



# Audit Project

2021-2022

## Introduction

It is a requirement of the Dental Foundation Training Curriculum that a minimum of two clinical audit cycles are to be completed by the end of the ninth month of Dental Foundation Training by each Foundation Dentist.

Submission of a formal Clinical Audit Report is a mandatory requirement for the Satisfactory Completion of Foundation Training in the Midlands and East Region.

Detailed guidance on the completion of your Audit Project will be provided in a separate document.

## Audit topic

When choosing your audit topic please be aware that you must not choose a topic that should be covered by the normal clinical governance processes of the practice, including radiograph quality, record keeping and infection control. If you are not sure about the suitability of a topic you should discuss this with your TPD before you start.

## Process for marking

Your Clinical Audit Report will be marked by a Buddy ES using a Feedback Form approved by the Region. When complete you should email a copy of your Clinical Audit Report to your TPD and Buddy ES.

The Buddy ES will complete the Feedback Form then forward the completed Feedback Form to your TPD for moderation. Your TPD will forward the moderated Feedback Form to you and your ES for discussion at a tutorial.

## E-Portfolio upload

You should complete a Tutorial Reflection and upload the completed Feedback Form to the **FD Projects, Presentations and Audits** section of the e-Portfolio. At the same time upload your completed Clinical Audit Report to the **Uploads** section of the e-Portfolio.

The TPD for your Scheme will set the submission and marking deadlines for that Scheme. They will also allocate a Buddy ES to each FD.

Your Audit Report and the completed Feedback Form must be uploaded to the e-Portfolio at least two weeks before FRCP.



# Practice Equipment List

2021-2022

## Practice Specifications

Electronic records  
Digital radiography  
Internet access  
Infection control

*Full computer based clinical records and appointment management system.*

*Up to date policies, protocols, and operating procedures including effective decontamination facilities with sufficient capacity and storage.*

NHSmial account

## Specification for FD Room

Size  
Ventilation

*Minimum floor area 9m<sup>2</sup>.*

*Natural or mechanical ventilation must be provided. The fresh-air supply rate should not normally fall below 5 to 8 litres per second, per occupant - HSE Workplace (Health, Safety and Welfare) Regulations 1992.*

## Equipment for FD Room

Dental chair  
Turbines  
Contra-angle handpieces  
Straight handpiece  
Ultrasonic scaler  
X-ray set  
Amalgam mixer  
Light cure lamp  
Stool for dentist  
Stool for nurse  
Handwash sink  
Telephone  
Workstation  
Clinical records and appointment management software.  
Internet access.

*Low seated design. Operating light. Delivery unit. Cuspidor. Suction. Amalgam separation.*

*Minimum of 3.*

*Minimum of 3.*

*Minimum of 1.*

*Magnetostrictive or piezo.*

*Rectangular collimation. Isolation switch outside the controlled area.*

## Instrumentation for FD Room

Autoclavable tray system

X-ray film holders

*Full range of holders for bitewing and periapical views - including full range of endodontic film holders.*

Rubber dam kit

*Latex free.*

Conservation

*Full range of instruments for normal restorative work including a single use matrix system (eg Automatrix) and a sectional matrix system (eg Composi-tight).*

Periodontics

*Full range of periodontal instruments including a measuring probe (eg Williams Probe) and a full set of scaling instruments (eg Gracey Curettes).*

Extractions

*Full range of extraction forceps (upper and lower); elevators and a set of Luxators.*

Oral Surgery

*Full range of surgical instruments including scalpel blades and handle, periosteal elevator, solution for irrigations, syringe for irrigation, surgical handpiece, selection of surgical burs, root tip picks, bone rongeurs, needle driver, toothed tweezers, non-toothed tweezers and suture scissors.*

Prosthetics	<i>Full range of prosthetic instruments including shade and mould guides.</i>
Endodontics	<i>Full range of stainless-steel hand files and NiTi rotary files.</i>

### **Materials and Disposables for FD Room**

Respirator	<i>Fit tested FFP3 mask or powered hood for FD use.</i>
Type II R Fluid Resistant Surgical Masks	
Gloves	<i>Latex free.</i>
Bibs	
Aprons	
Gowns	
Paper and cotton goods	
Safe Sharps System	<i>Incorporating a shield or cover that slides or pivots to cover the needle after use - HSE Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.</i>
Waste containers	<i>For sharps, clinical waste, non-clinical waste, gypsum waste. Containers with mercury suppressant for amalgam waste, amalgam capsules and extracted teeth.</i>
Disposable 3 in 1 syringe tips	
Conservation	<i>Full range of restorative materials including paediatric stainless-steel crowns and 016 stainless-steel orthodontic wire for trauma cases.</i>
Prosthetics	<i>Full range of prosthetic materials including impression compound and greenstick.</i>
Endodontics	<i>Full range of endodontic materials including a tooth sleuth, hypochlorite sourced from a dental supplier and Endo-Frost.</i>

### **Available in the Practice for Use by the FD When Required**

Dedicated Digital Camera	<i>SLR or equivalent with lens, ring flash, retractors, and mirrors.</i>
Conservation	<i>Face bow and semi-adjustable articulator.</i>
Prosthetics	<i>Surveyor.</i>
Endodontics	<i>Electric pulp tester, apex locator, handpiece &amp; motor for rotary endodontic system.</i>
Clinical Digital Thermometer	
Digital Communication	<i>Computer or tablet with MS Teams including webcam, speakers, and microphone.</i>



# Useful Links

**2021-2022**

## **National DFT Handbook**

National policies and information: <http://www.copdend.org/dfthandbook/index.html>

## **Postgraduate Virtual Learning Environment**

Repository of eLearning resources: <https://pgvle.co.uk/login/index.php>