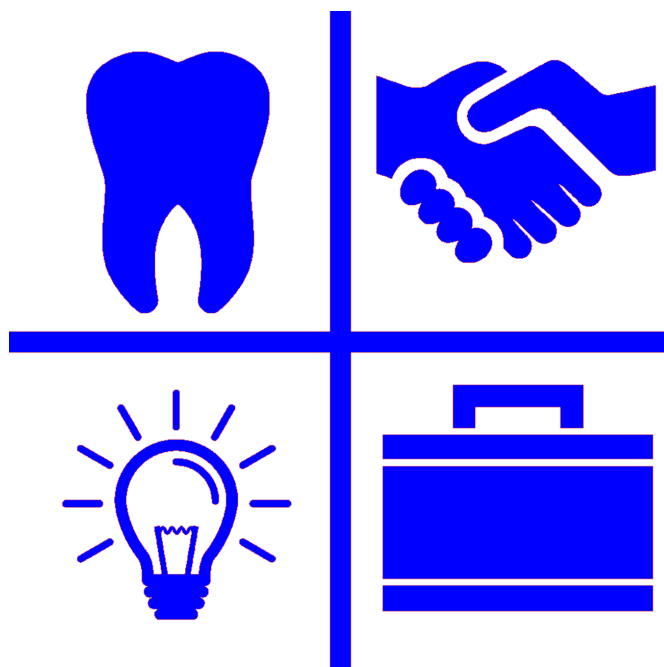


Ipswich Dental Foundation Training Scheme

Scheme Handbook 2019 - 2020



Developing people
for health and
healthcare

www.hee.nhs.uk

Ipswich Postgraduate Medical and
Dental Education Centre





Ipswich Dental Foundation Training Scheme



Welcome to the
Ipswich 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 Ipswich Hospital Postgraduate Medical 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

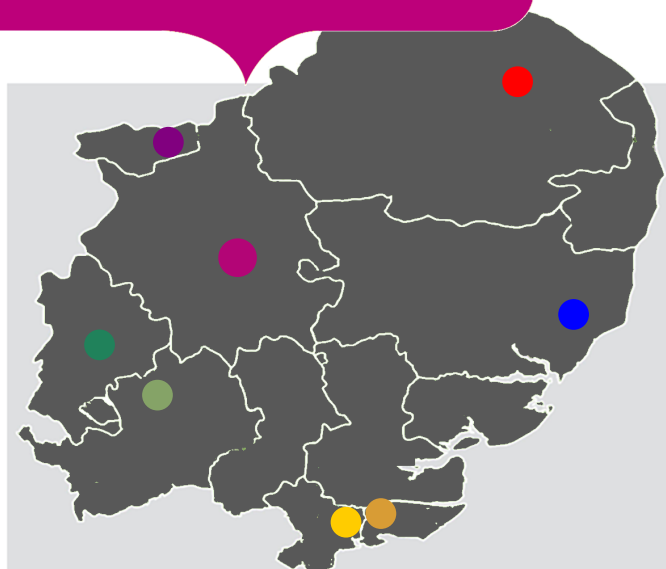
Regional Advisor Dental Foundation Training

Dr. Peter Cranfield PhD, BDS, DIC, DGD(P)(UK) PgCertEd

📧 peter.cranfield@hee.nhs.uk

Regional Foundation Training Administrator

📧 dft.me@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

Postgraduate Medical and Dental Education Centre

Ipswich Hospital NHS Trust, Heath Road,

Ipswich.

IP4 5PD

☎ 01473 702561

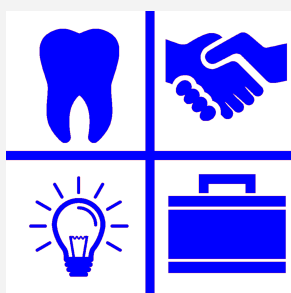
💻 jason.stokes@hee.nhs.uk

Medical Education Manager

Mrs. Mary Burgess

Dental Administrator

Katie Winearls



Training Programme Director

Mr Jason Stokes BDS (Hons) MFGDP(UK)

The Cathedral Street Dental Practice,
10-12 Cathedral Street, Norwich. NR1 1LX

☎ Practice: 01603 628963

Mobile: 07703 582210

💻 jason.stokes@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

Mrs. Elinor Japp

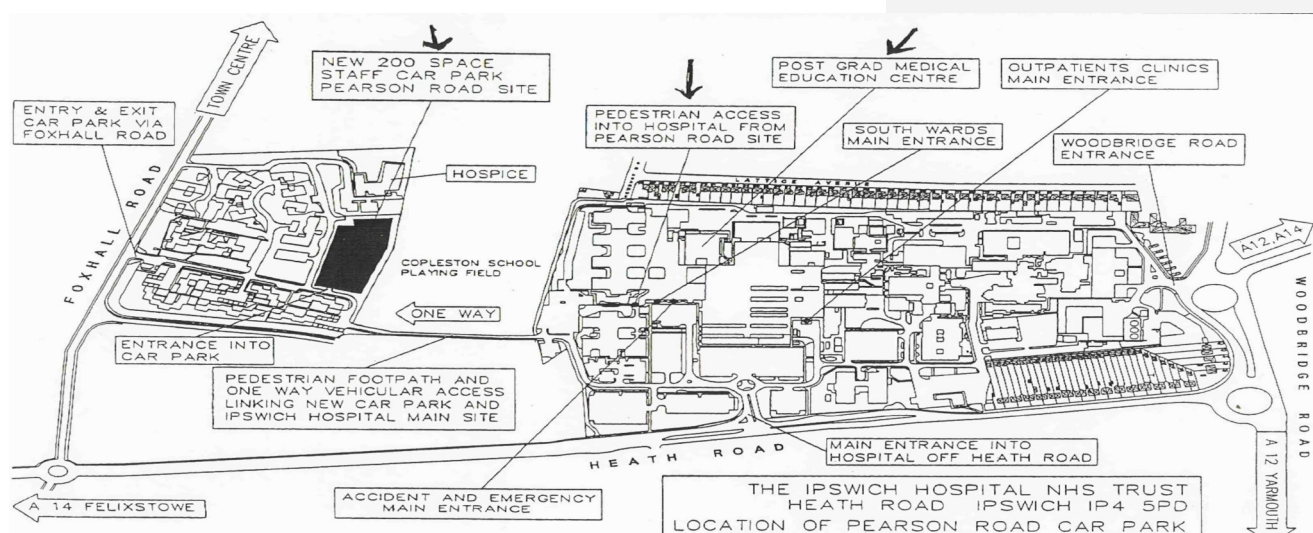
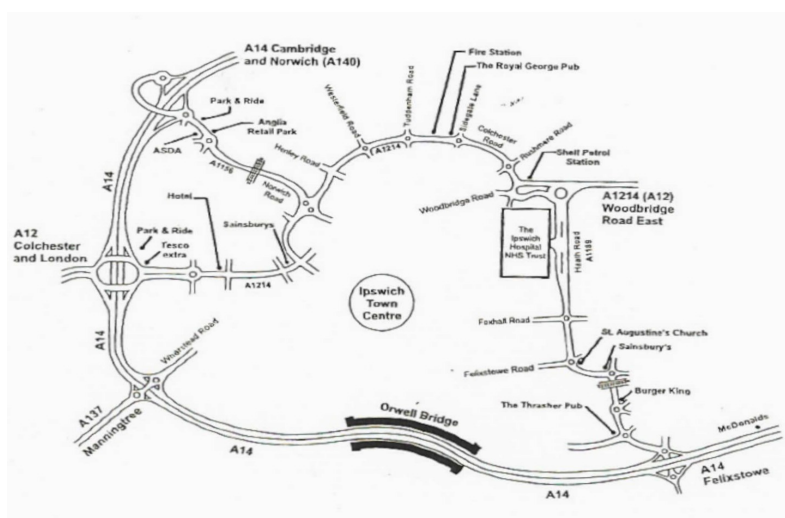
22 London Street,
Godmanchester,
Huntingdon,
Cambs. PE29 2HU
☎ 07730 532739

Ipswich Hospital Postgraduate Medical Education Centre



Ipswich Postgraduate Medical Education Centre is situated inside of Ipswich Hospital in Heath Road, Ipswich. The easiest way to the hospital is via the A14. Remain on the A14 and continue over the Orwell Bridge—take the first slip road (signposted Nacton) - and follow the signs all the way to the hospital.

Car parking is available at the hospital, but the daily charge is £12 (and this will not be refunded by your NHS England Area Team). We recommend that you park in the Pearson Road Car Park (see map at the bottom of the page). If you park in Pearson Road and cannot get a valid parking ticket—please inform Alison Foreman immediately and ensure she has your car registration number. Alternatively you may be able to find parking in some of the roads around the Hospital—or you may wish to use public transportation. The maps show how to find the hospital, the car park and the Postgraduate Centre.





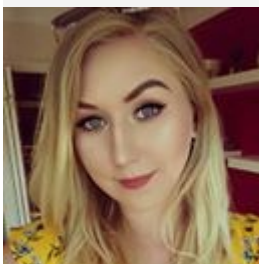
Ipswich Hospital Postgraduate Medical Education Centre



Mary Burgess

The Postgraduate Medical Education Centre could not function without it's team of highly skilled, efficient and extremely friendly staff.

Mary Burgess is the Medical Education Manager. Mary has overall responsibility for management of the centre and its staff.



Katie Winearls

The Administrator for the Ipswich Dental Foundation Training Scheme is Katie Winearls. She is the primary point of contact for FDs & Educational Supervisors at Ipswich.

dental.administrator@esneft.nhs.uk

01473 702561

The Postgraduate Medical Education Centre has an excellent range of resources. We have available:

- Main Lecture Theatre (for large events—and where you attended the Local Appointment Event (LAE))
- Seminar Room 2 (SR2)—where most of the sessions for the Day Release Course are held
- IT Skills Room
- Clinical Skills Room (CSR)—this has 12 learner phantom head stations for a wide range of dental skill teaching



There are a range of alternative teaching spaces that we may use throughout the FD year. The Postgraduate Centre also has a Café on site but there are many other catering outlets on the hospital site.

There are a complete range of audio visual aids for our use, and we also have air conditioning in the CSR. The CSR has facilities for teaching all forms of operative dentistry.

The CSR has 12 learner stations and a central teaching station. We endeavour to use this excellent resource throughout the FD year—but especially during the first term when skills development and consolidation are one of our primary educational goals.



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 Ipswich Hospital Postgraduate Medical 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:

Mr Jason Stokes

☎ Practice: 01603 628963 Mobile: 07703 582210

💻 Jason.stokes@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:**

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

*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.*

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)

FP54
NHS General Dental Practitioners Only

EXPENSES FOR CONTINUING PROFESSIONAL
FOUNDATION TRAINING COURSES CLAIM FORM

Fill in throughout and send it to your *NHS England/Area Team/HEE/LETB
(delete as appropriate)

Home and practice address)

Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other ☐

Dentist's Performer No.

Home Address:

Post Code:

Telephone No:

Mobile No:

(circle one)

BEDFORD MEDICAL INSTITUTE,
BEDFORD GENERAL HOSPITAL,
NHS TRUST,
AMPTHILL ROAD,
BEDFORD,
MK42 9DJ

Health Education East of England

NHS

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Dental Milestones & APLAN



What are Dental Milestones ?

- Dental Milestones describe an assessment and learning process that occurs throughout the DFT year.
- At key stages throughout the year Foundation Dentists are asked to produce clinical case reports / case presentations which increase in complexity
- Clinical Case reports are Peer Reviewed and Peer Assessed as part of the formative nature of DFT,
- Formative assessments are to help participants learn, the information gathered through Milestones will augment and inform the IRCP and RCP processes which ensure Satisfactory Completion of DFT

What is the purpose of Milestones ?

- Foundation Dentists will present to their own study three clinical cases, Milestone 1 (MS1) will be Peer Reviewed only. MS2 and MS3 will be Peer Reviewed and Peer Assessed.
- Taking part in Peer Review and Assessment has been shown from wider research and specific dental research to facilitate the following
 - ⇒ **Learning**
 - ⇒ **Self-Assessment Skills**
 - ⇒ **Reflection**
 - ⇒ **Insight**

APLAN Overview

- APLAN (Anonymous Peer Learning & Assessment Network) is an online tool designed to facilitate the anonymous distribution and assessment of Milestone 2 & 3 clinical cases.
- APLAN distributes cases both anonymously and randomly to different DFT study groups within each local office.
- Both Foundation Dentists and Educational Supervisors will provide feedback on at least three clinical cases distributed to them via APLAN.
- APLAN will then be used by TPDs to inform the Peer Review process of clinical case presentations and allow feedback generated to be evaluated for accuracy and usefulness.



General Guidance for Clinical Case

- Ensure you have written patient consent for the use of photographs taken
- Start identifying clinical cases for MS2 and MS3 ASAP, it is recommended to have a few cases in case of patient non-attendance
- MS1 is a presentation to your own study group only, you will need to prepare a PowerPoint presentation for this day.
- MS2 and MS3 will require the clinical case to be uploaded to APLAN in addition to the PowerPoint presentation
- Familiarise with the criteria being used for the assessment to help with your case write up on APLAN

Milestone 1

- MS1 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.
- MS1 should be presented through PowerPoint to the FDs own study group for Peer Review by attending FDs and Ess.
- The study groups TPD will provide formative feedback on this case, highlighting any learning needs demonstrated by the clinical case and presentation.
- MS1 occurs at the time of the Early Stage Review within the portfolio.

Milestone 2

- MS2 is a clinical case that demonstrates Molar Endodontic treatment.
- The clinical case should include a full examination and a completed Molar Endodontic treatment, with the focus on the steps involved in completing the root canal treatment.
- Ideally the MS2 should also include the completed definitive restoration placed on the root filled molar tooth.
- MS2 is Peer Assessed through APLAN, being presented for Peer Review to the FDs own study group in a similar way to MS1.
- MS2 occurs before IRCP.

Dental Milestones & APLAN



Milestone 3

- MS3 is a 'complex' clinical case that demonstrates the synthesis of skills an FD is expected to achieve by completion of DFT
- Typically these cases include multiple disciplines, being similar to the 'finals case' FDs completed as undergraduates.
- MS3 is Peer Assessed through APLAN, being presented to the FDs own study group in the same manner as MS2
- MS3 occurs before the final RCP date.

PowerPoint Guidance

- Avoid including a lot of text on slides
- Include clinical photographs and radiographs taken
- For MS2 include the file system and techniques used
- Include a prognosis for your work
- Reflect on shortcomings or changes you would make
- Maximum time for presentations is between 10-15mins (see own TPD for exact timings)

Study Day Process

- Each FD will present their case to their own study group
- Once completed, a selected FD will lead on feedback
- Other FDs will be invited to provide feedback
- ESs will be invited to provide feedback
- TPD will include anonymous feedback (for MS2 and MS3)
- TPD will provide overall feedback on case and an outcome for the Milestone based on the clinical case, communication and insight.
- Once APLAN (for MS2 and MS3) has received the TPD report all anonymous feedback will be shared with FD and assessors.



ES and FD Assessment Guidance

- For MS2 and MS3 both FDs and ESs will provide anonymous feedback for at least 3 clinical cases
- MS2 and MS3 cases for assessment will be found on APLAN on your dashboard
- APLAN will guide assessors through the process, with an assessment guide included.
- Please provide constructive feedback
- Assessors will need to provide an overall 'score' for the clinical case, again a guide is included within APLAN, please justify your score

Feedback Guide

- The milestone cases FD's write up are a reflection of the work that they carry out in Dental Practice. You are being asked to provide feedback on these cases based on what you feel the standard an independent GDP should be achieving.
- Although the case report will be a reflection of the patients clinical records there will necessarily be elements that are condensed. However, what should be present are relevant elements that are included in the 'Scoring Guide'. More explanation should be given on these essential elements if the case demands this information.
- The information that is provided should give you enough information to determine that the correct diagnosis, treatment options and plan have been achieved. Choices that an FD provides for a patient should be justified, especially if you feel they are unusual.
- Photography and good quality radiographs will help you to determine the quality of the treatment that has been provided, without these it will be difficult to determine this. But you should still attempt to provide feedback and an overall score based on what is presented.
- When you are providing feedback through APLAN you will find areas for you to comment on the different elements of the case. You may find it useful to make 'mental' comparisons between the three cases you are being asked to assess, this can help you when you come to score a case.
- An overall Feedback Summary should be completed at the end of the case, this feedback should be constructive and balanced, highlighting areas that you feel have been completed well and if appropriate areas that could be improved upon. You may wish to comment on different treatment options that should have been considered first, especially if you feel these are the most appropriate.
- It is important you are honest with your feedback, the provision of feedback is completely anonymous to the FD and your opinion is important in providing FD's help in how they can improve clinically. You can only provide feedback on what has been recorded, do not give a FD the benefit of doubt. FDs will have an opportunity to answer any concerns you may identify when they present their case to their peers.
- It is very important that the feedback does not become personal, you are only making a judgement on one case and this should not lead to general comments on someone's competency. Remember although your feedback will always be anonymous it will be shared with the FD.

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Calendar 2019 - 2020



2019

Wednesday 4th September

First Day of Autumn Term

Introduction

Friday 6th September

Clinical Skills Refresher

Fridays 18th October

Early Stage Review—Ipswich Hospital

Friday 13th December

Last Day of Autumn Term

2020

3rd to 31st January

Practice Mid Year Visits - dates and time to be notified

Friday 7th February

First Day of Spring Term

Friday 27th March

Last day of Spring Term

Educational Supervisors at Ipswich Hospital all day

Friday 24th April

First Day of Summer Term

Friday 3rd July

Educational Supervisors present all day from 9.30am
(ES meeting 12.45pm)

Friday 10th July

Last Day of Summer Term

Regional Celebration Event