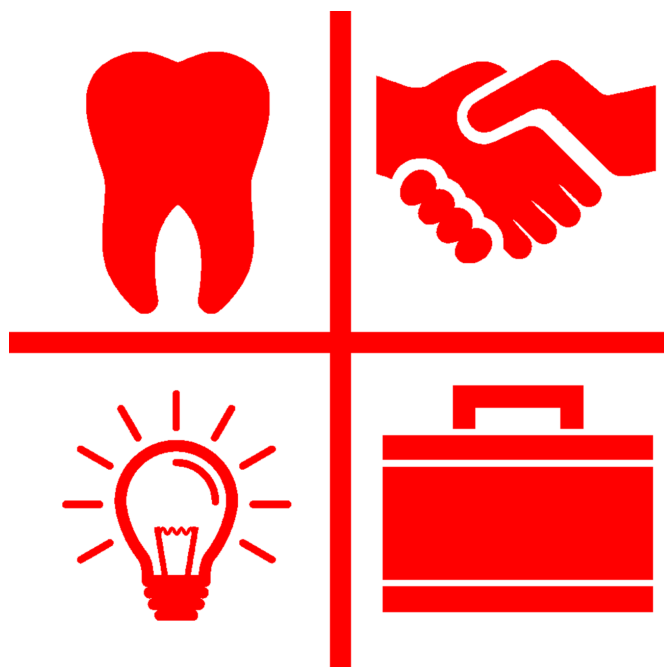


# Norwich Dental Foundation Training Scheme

Scheme Handbook 2019 - 2020



Developing people  
for health and  
healthcare





# Norwich Dental Foundation Training Scheme

“Welcome to the  
Norwich 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 the Norfolk and Norwich Institute for Medical Education

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.

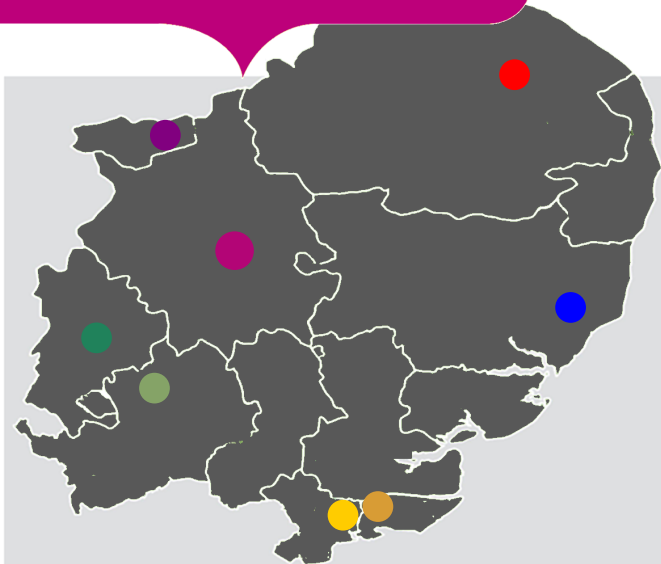
# Health Education England

East of England



## Health Education England East of England

2-4 Victoria House,  
Capital Park,  
Fulbourn,  
Cambridge. CB21 5XB  
☎ 01223 597768



## The Regional Team

### Postgraduate Dental Dean (Midlands and East)

**Mr A Dickenson**

✉ [andrew.dickenson@hee.nhs.uk](mailto:andrew.dickenson@hee.nhs.uk)

### Associate Postgraduate Dental Dean Foundation Training

**Mr A Corke**

✉ [andrew.corke@hee.nhs.uk](mailto:andrew.corke@hee.nhs.uk)

### Associate Dental Dean Regional Trainee Support

**Ms F Kellett**

✉ [fleur.kellett@hee.nhs.uk](mailto:fleur.kellett@hee.nhs.uk)

### Regional Foundation Training Administrator

**Patti Bradshaw**

✉ [dft.me@hee.nhs.uk](mailto: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

### ■ Ipswich

**Mr. Jason Stokes**

10 - 12 Cathedral Street,  
Norwich  
NR1 1LX  
☎ 01603 628 963



## Norfolk and Norwich Institute for Medical Education


Norfolk and Norwich University Hospital NHS Trust,  
Bob Champion Research and Education Centre,  
Norwich. NR4 7UQ

 01603 286857



**Dental School Administrator**

**Keeley Papworth**

 [Keeley.Papworth@nnuh.nhs.uk](mailto:Keeley.Papworth@nnuh.nhs.uk)

## Training Programme Director



 **Norwich**

 **Peterborough**

 **Stevenage**

**Mr. Uday Patel**

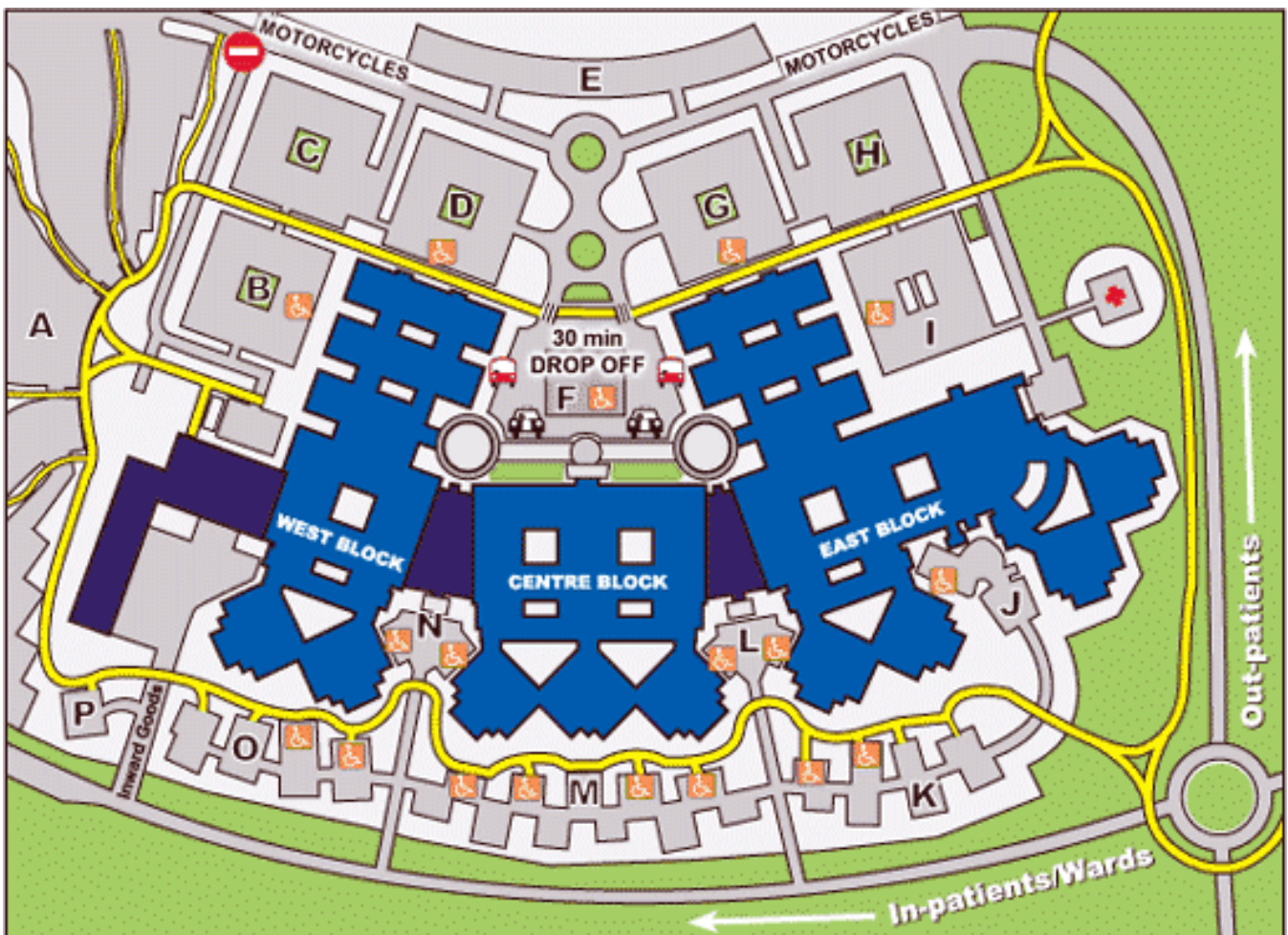
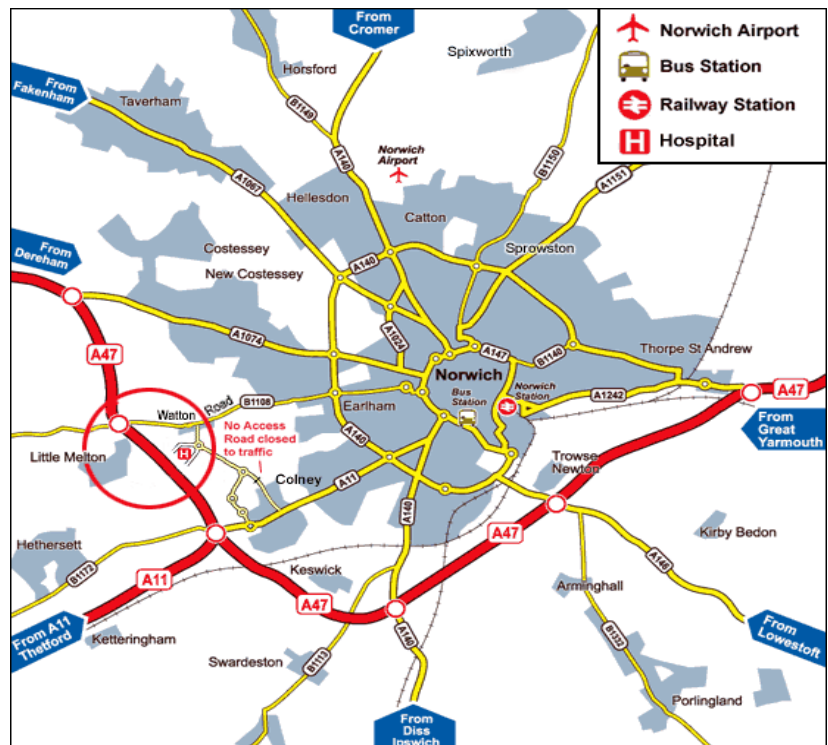
10 Market Square,  
Sandy,  
Beds.  
SG19 1HU  
 01767 681100

# Norwich Education Centre and Bob Champion Research and Education Building



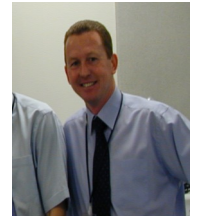
The Education Centre is located in the Bob Champion Research and Education Building. The Hospital is served by local buses and a Park and Ride facility. By road enter the hospital complex via the B1108.

Car parking is available at the hospital. The nearest parking area to the Education Centre is the car park just above the education centre. The car park is a public car park and you have to pay.





## Norwich Education Centre and Bob Champion Research and Education Building



Our Dental School Administrator is Keeley Papworth. She is responsible for the running of the Postgraduate Dental Education Centre in Norwich.

Stuart Malone is the Technical Skills Laboratory Manager. He is responsible for the running of the Dental Skills Laboratory and will ensure the smooth running of your practical sessions.

The Norfolk and Norwich University Hospital opened its doors to its first patients in November 2001. Occupying a 63-acre site close to the University of East Anglia and on the Norwich Research Park, the 1237-bed acute hospital is designed to meet local healthcare needs for many years to come.

The Education Centre has excellent teaching facilities, including its own Dental Skills Laboratory, where practical sessions are held, and seminar rooms.

The Dental Foundation Course holds the majority of its sessions in the Bob Champion Research and Education Centre, which is a joint venture between the UEA and the NNUH. The centre provides modern teaching facilities with the latest in projection and visualizer facilities. Hands-on sessions are held in the Technical Skills Laboratory which features 12 independent dental mannequins to work on.

### **The Sir Thomas Browne Library**

The multidisciplinary library service is available to all FD's and Trainers. The library is situated in the NNUH and consists of approximately 10,000 books and 290 journal titles. Registered readers may borrow books, and charges are made for overdue items. Journals are for reference only. In addition, photocopies and books may be obtained from other libraries such as the British Medical Association, Royal College of Surgeons and British Library although a charge may be made for this service. The library can undertake Medline literature searches. Any articles of interest can then be photocopied for your information (there is a small charge for this service).

We are constantly updating the content of the library and would welcome any request for the possible purchase of new publications to improve the facilities.

# 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 Norfolk and Norwich Institute for Medical Education, 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 and 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 on: TBC. The Associate Dental Dean for Regional Trainee Support is Fleur Kellett, who can be contacted on:

## Ms Fleur Kellett

 Practice:                      Home:                                      Mobile:

 fleur.kellett@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 or the Dental Centre Administrator 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: **£5.00**

*(including the lunch time 12.00-14.00)*

For absence of over 10 hours: **£15.00**

*(including supper, return after 19.00)*

## Mileage Allowances

For each mile: **24.0 pence per mile**

Passenger allowance: **2.0 pence per mile**

*(per passenger attending same course)*

Public Transport: **2nd Class Fare** (*ticket / receipt required*)

Form for each event/day)

FF94  
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,  
AMPHILL ROAD,  
BEDFORD,  
MK42 9DJ

Health Education East of England  
NHS

URGENT  
BEDFORD  
HOSPITAL  
NHS TRUST  
01753 491101  
09:00-17:00  
FEE PAID  
REMINDER

# Educational Supervisors and Foundation Dentists



**Mrs Helen Yazdian-Tehrani**

**Mr Cameron Warwicker**



Dr Amrita Arya  
Faculty of Dentistry,  
University of Szeged,  
Hungary

Beech House Dental Surgery, 56 High Street, Dereham, Norfolk, NR19 1DR ☎ 01362 692044

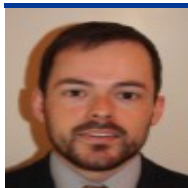


**Mrs Amy Schiller**



Mr Thean Wei Yap  
University of Dundee

Community Dental Services CIC, 7 Hillside Road, Bury St Edmunds, Suffolk, IP32 7EA ☎ 0333 207 9952



**Mr Andrew Bell**



Mr Eric Yew Jun Ng  
University of Dundee

Old Medical Centre, Bradwell, Norfolk, NR31 8HB ☎ 01493 662717



**Mr. Hernan Morillo**



Dr Fiona Lourenco  
Faculty of Dentistry,  
University of Szeged,  
Hungary

Sycamore Dental Practice, Northgate Business Park, Bury St Edmunds, IP33 1AE ☎ 01284 747100



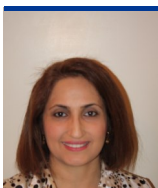
**Mr. Biran Shah**

**Mr Adam Smith**



Dr Indriyasha Puri  
Queen Mary University of  
London

Thorpe Dental Centre , Mary Chapman Close, Dussindale , Norwich , Norfolk, NR7 0UD and 5 Upper Stafford Avenue, New Costessey, Norwich, NR5 0AB ☎ 01603 700990  
☎ 01603 744007



**Dr Aseel Salman**



Miss Shilan Aziz  
Universidad Europea de  
Madrid

Clarence House Dental Care , 78 High Street, Watton, Thetford IP25 6AW ☎ 01953 882777



# Educational Supervisors and Foundation Dentists



**Dr. Denver Fester**  
**Mr Ben Warminger**



Mr Stuart McCance  
Newcastle University

Thorpe Dental Centre , Mary Chapman Close, Dussindale , Norwich , Norfolk,  
NR7 0UD

☎ 01603 700990



**Mr. Ifaniyi Oshiga**  
**Miss Carla Martins**



Miss Ishita Thakrar  
Queen Mary, University of  
London

Beechcroft Dental Practice, Beechcroft, New Costessey, Norwich. NR5 0RS

☎ 01603 747651

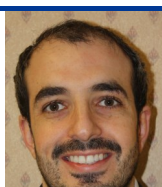
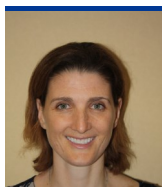


**Miss Kate Shackleton**  
**Mrs Ganga Allen**

Mrs Afifa Abdul Jabbar  
Nishtar Medical and Dental  
College, University of Health  
Sciences, Lahore, Pakistan

Community Dental Services CIC, 7 Hillside Road, Bury St Edmunds, Suffolk,  
IP32 7EA

☎ 0333 207 9952



**Ms Suzanne Plummer**  
**Mr Adam Levene**



Dr Mayon Patel  
University of Debrecen

Caister Medical Centre, West Road, Caister-On-Sea, Norfolk, NR30 5AQ and  
Greyfriars Chambers, 8 Queen Street, Great Yarmouth, Norfolk, NR30 2QP

☎ 01493 842559

☎ 01493 728351



**Dr Kapil Katechia**



Mr Eshvin Raj Singh  
Rajinder Singh  
University of Dundee

Beech House Dental Surgery, 56 High Street, Dereham, Norfolk, NR19 1DR

☎ 01362 692044

# Calendar 2019 - 2020



## 2019

<b>Friday 6th September</b>	<b>First Day of Autumn Term /</b> Study Day at Norwich, Bob Champion Research and Education Building (BCRE)
<b>Monday 9th—Wednesday 11th September</b>	Clinical Skills Exchange Day—one day that week with buddy practice
<b>Thursday 12th September</b>	Trainer/Trainee Interaction, Using the EPDP, Foundation Skills and Intro to APLAN, BCRE
<b>Friday 13th September</b>	Introduction to Practice (Ethical and Legal) and NHS Rules and Regulations, BCRE
<b>Friday 20th September</b>	Using Amalgam in Practice; What Can You Do With It at Norwich, Technical Skills Laboratory (TSL)
<b>Friday 27th September</b>	Prevention in Practice and Dementia Training, BCRE
<b>Friday 4th October</b>	Clinical Photography and Resus Training/ First Aid, BCRE
<b>Friday 11th October</b>	Oral Surgery Hands On Day, TSL
<b>Friday 18th October</b>	Clinical Audit and APLAN MS1 Presentations, BCRE
<b>Friday 25th October</b>	Practice Day 1 with e-learning
<b>Friday 1st November</b>	Early Stage Review Meetings, BCRE
<b>Friday 8th November</b>	Drugs/Prescribing in Practice and Basic Financial Information, BCRE
<b>Friday 15th November</b>	NHS Treatment Planning, BCRE
<b>Friday 22nd November</b>	Practice Day 2 with e-learning
<b>Friday 29th November</b>	Radiography in Practice and Handling Complaints, BCRE
<b>Thursday 5th December</b>	<b>Last Day of Autumn Term /</b> Hands on Endodontics, TSL



## 2020

**Friday 31st January**

**First Day of Spring Term** / Hands on Composites, TSL

**Friday 7th February**

Health and Safety, BCRE

**Friday 14th February**

APLAN MS2 Presentations, BCRE

**Friday 21st February**

Record Keeping and Infection Control, BCRE

**Friday 28th February**

Practice Day 3 with e-learning

**Friday 6th March**

TBC

**Friday 13th March**

TBC

**Friday 20th March**

Prosthetics in Practice and Periodontology in Practice, BCRE

**Friday 27th March**

**Last day of Spring Term** / Ortho in Practice and Treatment Planning, BCRE

**Friday 1st May**

**First Day of Summer Term**

**Dates to be confirmed by HEE and TPD**