



Health Education North West

Dental Foundation Information Handbook

2014-2015

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www.nwpgmd.nhs.uk

Approved by:	N Taylor/D Read
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Terminology

Current

Dental Foundation Training (DFT or FT)

Foundation Dentist (FD)

Training Programme Director (TPD)

Educational Supervisor (ES)

Associate Director of Dental Foundation Training (ADDFT)

Director of Postgraduate Dental Education (DPDE)

Important Information

The study day programme is an essential part of Dental Foundation Training and therefore holidays must **NOT** be taken during the study day programme.

Study days are usually on a Thursday at Wythenshawe and on Fridays at all other schemes.

You will receive a separate scheme specific handbook with details of study days.

Term Dates 2014 -2015

Term 1 1st September 2014 – 4/5 December 2014
Term 2 8/9 January 2015 – 26/27 March 2015
Term 3 16/17 April 2015 – 12 June 2015

A residential weekend course at the Grange Hotel in the Grange over Sands is also an essential part of our Foundation Training programme, attendance is mandatory. It will be held 2 – 3 October 2014

Foundation Training Forum

All FDs will have input into the training scheme, to support the quality assurance process of the Dental Section of the HENW (Manchester Office). Nominated FDs from each scheme will act as representatives for their scheme, liaising with colleagues to bring ideas, suggestions and comments to the Forum group.

FDs will be asked to volunteer to be the representative of their scheme at the first study day, if there is more than one volunteer, a vote will then take place to elect a representative.

Maternity & Paternity leave – refer to item 25 of the COPDEND Training

Contract, please discuss all matters concerning maternity & paternity leave with David Read, Associate Director of Dental Foundation Training.

Less Than Full Time Training (LTFTT)

It should be noted that a trainee has the right to request LTFTT and the HENW (Manchester Office) and employer has a duty to consider each application positively, there is no right to LTFTT in itself.

All HENW (Manchester Office) practices have been informed that they must be able to accommodate left handed foundation dentists.

HENW (Manchester Office) Staff

Director of Postgraduate Dental Education

Mr Nicholas Taylor

**Associate Director of Dental Foundation Training
Mr. David Read – (for details see Pennine Scheme)**

FD Training Programme Directors (TPDs)

**Mr David Read
(Pennine Scheme)
20 Bolton Road
Farnworth
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Tel: 01204-573100

Fax: 01204-705196

E-mail: david.read1@nhs.net

**Mrs Christine Battison
(Wythenshawe Scheme)
Bury Dental Access Centre
2nd Floor, Moorgate Primary Care Centre
22 Derby Way
BL9 0NJ**

Tel: 0161 447 9898

Email: christine.battison@nhs.net

**Mr Ash Hussain
(North Manchester Scheme)
The Park House Dental Surgery
80 Manchester Road
Werneth
Oldham
OL9 7AP**

Tel: 0161 627 5242

Email: ashhussain@nhs.net

**Mr Mark Ray
(Blackburn Scheme)**

Dental Surgery
38 Highfield Road
Farnworth
Bolton
BL4 0AD

Tel: 01204 705363

Email: mark.ray1@nhs.net

**Mr David Read
(Lancaster Scheme)**

Tel: 01204-573100

Email: david.read1@nhs.net

**Dental Foundation
Administrator**

Miss Susan Tierney

Email: susan.tierney@nw.hee.nhs.uk

Postgraduate Centres

Pennine Scheme

DFT Secretary:
Mrs Carole Hardisty
Education Centre
Room G21
The Royal Oldham Hospital
Rochdale Road
OL1 2JH

Tel: 0161 778 5628
Email: carole.hardisty@pat.nhs.uk

Lancaster Scheme

DFT Secretary:
Kathryn Winkfield
Lancaster Postgraduate Centre
Royal Lancaster Infirmary
Ashton Road, Lancaster
LA1 4RR

Tel: 01524 516012
Fax: 01524 848289
Email: Kathryn.Winkfield@mbht.nhs.uk

Wythenshawe Scheme

DFT Secretary:
Clareine Smith
Education & Research Centre
Wythenshawe Hospital
Southmoor Road
Wythenshawe
Manchester
M23 9LT

Tel: 0161 291 5776
Fax: 0161 291 5776
Email: Clareine.Smith@UHSM.NHS.UK

North Manchester Scheme

DFT Secretary:
Joshua Murray
Postgraduate Centre
North Manchester General Hospital
Central Drive, Crumpsall
Manchester
M8 5RN

Tel: 0161 720 2105
Fax: 0161 720 2721
Email: Joshua.Murray@pat.nhs.uk

Blackburn Scheme

DFT Secretary:
Matt Hay
Education Centre
Royal Blackburn Hospital
Hasligden Road
Blackburn
BB2 3HH

Tel: 01254 733233
Email: Matt.hay@elht.nhs.uk

Message from the Director of Postgraduate Dental Education

Welcome to the HENW (Manchester Office) Dental Foundation Training Scheme. May I wish you a valuable, successful and happy year in your training practice and on the day release study course.

The most commonly expressed opinion of dental foundation training by dentists of my generation is that we wish it had been available when we qualified. You now have an enviable opportunity to develop your skills and confidence without financial pressure, under the guidance of your carefully selected Educational Supervisor and your Training Programme Director.

I hope you will make the most of this opportunity. In particular, do not ever be afraid to ask for advice, or think that seeking help is a sign of incompetence. The mark of a true professional is to recognise his/her limitations and to realise how much there is still to learn – even after 5 years at dental school. Your Educational Supervisor has been selected for his/her approachability as well as skills and experience. They and your Training Programme Director are there to help you. Use them! If your training is not proceeding as you would wish, or is not what you have been led to expect, do not hesitate to discuss the issue confidentially with your Training Programme Director – and sooner rather than later.

In addition to the Dental Foundation Training Scheme there is an extensive dental postgraduate education programme in every district in the HENW (Manchester Office).

BDA sections meet regularly and the North Western Division of the Faculty of General Dental Practitioners and various specialist societies organise courses and meetings. I hope you will avail yourself of all possible educational opportunities during this first year of your continuing education.

I hope you will enjoy meeting new colleagues, making new friends, and the lively exchange of views and comforting mutual support that a Dental Foundation Training scheme provides.

I look forward to hear how your Dental Foundation Training is going, at the Grange over Sands in October.

Nicholas Taylor
Director of Postgraduate Dental Education

Training for General Dental Practice

Vocational Training commenced on a voluntary experimental basis in the 1970's. It was such a success, and so popular, that pressure mounted to make it compulsory. Since 1993 it has mandatory training for any dentist who wished to become a Principal in NHS general dental practice. This is now the requirement to be on the national performers list, locally administered from April 2013 by the Area Team of the National Commissioning Board.

After Dental Foundation Training

The dental profession has an ethical responsibility to keep up to date. The GDC introduced its Lifelong Learning preparatory scheme on 1 October 2000. The statutory scheme for recently registered dentists began on 1 January 2002. From that date, the form you receive when your annual retention fee is due will have a new section about Recertification. You will have to complete this section confirming that you are participating in Lifelong Learning. The requirements, over 5 years, are 250 hours of continuing professional development of which 75 hours must be verifiable. The GDC will have sent you details of the scheme and a description of appropriate verifiable and non-verifiable continuing professional development.

Dentists are also encouraged to undertake clinical audit and peer review projects. Some FD's have enjoyed the company of their colleagues on the scheme so much that they have continued to meet as a peer review group after Foundation Training. The HENW (Manchester Office) organises an extensive programme of continuing professional development for all NHS performers. The Government introduced clinical governance into the Conditions of Service for NHS GDPs from April 2001.

After your DF year, there are Dental Core Training Posts for those wishing to develop their skills further for career development and or preparation to enter Specialist Training. Detailed advice on planning your future career moves will be given during your foundation year training.

Please note that Dental Foundation Certificates will be issued at the end of the Year

There will be a charge of £25.00 for copies of certificates, if you need to request a copy certificate please contact: susan.tierney@nw.hee.nhs.uk

Aims of Dental Foundation Year Training

The aims of Dental Foundation Training for the General Dental Services (GDS) are to meet the needs of unsupervised general dental practitioners by developing the clinical skills learned as an undergraduate, and by teaching administration, governance and practice management skills to promote high ethical standards and quality care for patients.

These aims are achieved by:-

1. introducing the Foundation Dentist to General Dental Practice;
2. identifying personal strengths and weaknesses and balancing them through a planned programme of training;
3. enabling the FD to practise and improve their skills free from undue financial pressure;
4. promoting the implementation of peer and self reflection;
5. establishing the need for professional education, training and audit as a continuing process throughout the dentist's professional life.

Objectives of Dental Foundation Training

By the end of Foundation year should be eligible to practise unsupervised as a Principal within the GDS.

Therefore, by the end of the training period the FD should be able to:

1. demonstrate the clinical skills, knowledge and values relevant to the work of a GDS Performer;
2. demonstrate the necessary knowledge and some of the skills for the organisation governance and management of successful practice;
3. manage the psychological aspects of patient care;
4. work successfully as a member of the practice team;
5. make competent and confident professional decisions with an awareness of personal strengths and weaknesses, including the need to refer when appropriate;
6. demonstrate that he or she is working within the relevant guidelines regarding ethics and confidentiality of general dental practice;
7. implement regulations and guidelines for the delivery of safe practice;
8. know how to draw on the wide range of advice and support available to general dental practitioners and health care workers;
9. demonstrate that he or she understands that continuing professional development should be a lifelong commitment.

Getting Started

Prior to commencing practice you should have:-

- ◆ discussed and agreed your hours of work in the practice with your Educational Supervisor which will equate to 35 hours out of term time and 28 hours during term time;
- ◆ agreed any out of hours services to be provided by yourself (you should not be required to provide these within the first three months of your contract);
- ◆ satisfied yourself and your Educational Supervisor that you can complete the attendance at the practice & study day course for 365 days as detailed in your contract;
- ◆ comply with all other terms of the contract;
- ◆ signed and received a copy of your contract.
- ◆ Completed and signed the educational agreement

By the time your contract commences you should:-

- ◆ have registered with the General Dental Council;
- ◆ be a member of a recognised defence society;
- ◆ have signed forms from the NHS England Area Team in whose area you will work, to enable an NHS contract to be set up. You will usually be asked to supply the following documentation: GDC registration certificate, birth certificate, passport, home address.(Visa if required)

By the end of your first week in practice you should have:-

- ◆ become familiar with your e-portfolio and completed the relevant initial sections;
- ◆ received a copy of the term's study day programme;
- ◆ dealt with tax (PAYE) and National Insurance – see section on “Your Salary” for further details;
- ◆ been introduced to the workings of the practice – this varies between practices, but an induction process should form the major part of your first few days in practice.

The Foundation Training Contract: Points of Note

Make certain that all parts of the contract are agreed and completed. Any alterations, which should only be minor, **must** be initialled by both parties and submitted to the Director of Postgraduate Dental Education for approval.

The Educational Supervisor and FD are **qualified** and **registered** dental surgeons. The FD is employed on a standard contract. "Full time" in the context of the Dental Foundation Training Scheme is taken to mean 35 hours per week. This includes clinical time, tutorials and the day release course. If there is no day release course, the time should be spent in practice.

The Contract lasts a minimum of **one year** (365 days) and during this time the FD will receive a salary. In exceptional circumstances it may be extended to allow for certification.

The salary is superannuable under the NHS Superannuation Scheme, with contributions deducted by the Business Services Authority at source. The Educational Supervisor is responsible for the employer's National Insurance contributions and for deducting the FD's National Insurance and PAYE tax.

All practitioners must indemnify themselves against professional risks with one of the recognised Defence Organisations.

The Educational Supervisor must offer proper educational support including allowing and requiring the FD to attend the Day Release Course. The Educational Supervisor must not insist on the FD working in the practice at this time.

The FD must obey the Educational Supervisor's reasonable instructions. This is central to the professional relationship.

As it is the NHS's Dental Foundation Training Scheme, it is expected that the FD will undertake a full range of NHS treatment. The FD shall comply with the NHS Terms of Service. The Educational Supervisor, as employer, is responsible for the FD's acts and omissions.

If any **private** work is undertaken, the fees will accrue to the Educational Supervisor or practice. The patient should be given a clear explanation of the nature of the contract under which they are being treated.

The FD is entitled to 5.6 weeks holiday including Bank Holidays. **Leave that interferes with the study day course must not, under any circumstances, be taken i.e. during term time.**

The FD must not undertake any out-of-hours emergency cover in the first three months and arrangements should be discussed with the Educational Supervisor and TPD with regard to time off in lieu, in respect of working these additional hours.

With regard to the educational aspect of the course, the use of the e-Portfolio is central to this and it is important that the Educational Supervisor ensures that the FD

completes it satisfactorily. The Initial Interview at the beginning of the year enables both the Educational Supervisor and FD to discuss their expectations of the year and state their goals. The Dental Foundation Training & Learning e-Portfolio, profile review summaries and appraisal statements should be completed by the Educational Supervisor and FD at the stated times.

All absence from practice should be reported to your TPD for whatever reason at your next available study day. A form is available for completion from HENW (Manchester Office).

If an FD is absent from the training scheme for more than 10 working days (cumulative over the year) , for any reason, apart from annual leave entitlement, training will be reviewed and may have to be extended.

Please note the details of sick pay in the contract.

Day Release Course

Most of the sessions are based at the Postgraduate Centres at Lancaster, Pennine, North Manchester, Blackburn and Wythenshawe, but there are opportunities for visits to other venues. These include local laboratories, conferences, the BDA and GDC, and “hands-on” facilities at MANDEC and Lancaster.

Most study days will include problem solving sessions where issues 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 study day courses is based around the Foundation Curriculum but are not rigid and will be influenced by you, the FD's, so speak to the TPD who will see what can be done to accommodate your needs. Study days are a mixture of talks and discussions so your full participation and preparation for them is a **must**. **Attendance** at these Day Release Courses is **mandatory**. **Your completion certificate will depend on it.**

Important Points to Remember

Times of sessions – see course programme

In the event of **unavoidable absence** telephone the TPD immediately.

Preparation for the Day Release Course is vital for you to be able to participate fully. The programme for the following week should be discussed in your “in practice” tutorial. It is also helpful to reflect on the subjects dealt with in the preceding week.

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.

Dental Foundation Training is training for membership of a profession. Accordingly, professional standards of dress are expected at the Day Release Course. Jeans, t-shirts and trainers are not appropriate.

A **record of attendance** will be kept. Non-attendance could prevent certification of completion of the course.

Evaluation of the Day Release Course

The Day Release Course strives to meet your needs and requirements, so we need to know your opinions in order that improvements can be made and standards maintained. We therefore use a variety of forms and techniques to evaluate the course both at the end of the day and later in the year when, in the light of your experience, your opinions of the context of a particular presentation may have changed. In this way we are able to measure the value standard of each presentation and where necessary, adjustments or refinements can be made. Remember you are benefiting from the feedback given by previous FD's.

Day Release Course – a Programme Overview:

Each term will loosely conform to a theme, as follows:

Term 1: Introduction to Practice

The emphasis will be on the relationships between the FD and the patient, the NHS, the staff and colleagues. Skills necessary for general practice will be identified and evaluated.

Term 2: Improving the Quality of Care

FD's will be required to re-examine their undergraduate teaching in the light of their new found experience and evaluate current general practice attitudes and techniques, in order to improve the quality of care offered to their patients.

Term 3: Widening the Horizons

FD's will be given the opportunity to expand their clinical and managerial skills. They will also examine their roles and their duties as individuals within the dental community. They will evaluate the benefits of continuing education, as a service to both themselves and their patients. Emphasis will be placed during this final term on the importance of appropriate professional attitudes.

When evaluating the course, please bear these comments in mind. Are we achieving our aims?

Further information regarding the Dental Foundation Programme curriculum, can be found on the COPDEND website: www.copdend.org.uk/

Project Work

One of the requirements for successful completion of the FD year is the presentation of case studies. Further information will be given early in the Day Release Course.

Medical Money Management makes an award for the best Case studies in the NW HENW (Manchester Office). The prize and trophy is awarded at the final study day.

Record Keeping Requirements

Dental Foundation Training & Learning e-Portfolio

The e-portfolio must be completed each week initially and then monthly. Your Training Programme Director and other senior members of the HENW (Manchester Office) Dental Team are able to see it and discuss any issues that might arise from your entries.

The **e-Portfolio** is an **essential record** of your experience during the Dental Foundation Training Year and is one of the methods and tools of assessment that is used with DFT for certification. If used carefully and critically it is also a very useful learning tool.

Ensure that after discussion, you complete the Section dealing with the **Initial Interview and Training Agreement**, stating both parties' expectations of the Training Year.

The entries must be made each week for the first 8 weeks and then monthly. Please do not mention **patients** by name in your entries in the e-Portfolio – they must be anonymised.

www.epdp.org.uk - once registered.

Using Social Media

Key points:

- ◆ Social media can blur the boundary between an individual's public and professional lives
- ◆ Dentists should have conservative privacy settings - be aware that not all information can be protected on the web
- ◆ The ethical and legal duty to protect patient confidentiality applies equally on the internet as to other media
- ◆ It would be inappropriate to post informal, personal or derogatory comments about patients or colleagues
- ◆ Dentists should not accept 'friend' requests from current or former patients
- ◆ Defamation law can apply to any comments posted on the web made in either a personal or professional capacity
- ◆ Dentists should be conscious of their online image and how it may impact on their professional standing!

Library Facilities

The Postgraduate Medical Centres at which the study day courses are held, all have excellent medical libraries with good dental sections from which the FD and Educational Supervisors may borrow books & journals. There are also computer assisted learning facilities and access to the internet and Medline at the centres.

BDA members may also borrow books, and request photocopied articles from the BDA post system. There is a small charge for photocopy requests.

Director of Postgraduate Dental Education interviews

Individual informal interviews will be held with the Director during the first term study day programme at your postgraduate centre.

Professional Leave for Dentists in Training

Background

Increasingly, committees and working groups are seeking trainee input and opinion. HENW value the input from those who are learning in the North West. This document sets out how trainees can apply for leave to undertake these functions.

The Current Position

Currently, trainees use a variety of mechanisms to secure agreed absence from the workplace to attend committees and working groups; some use study leave, others use annual leave or zero days. This seems unacceptable and unjust. Attendance at meetings is an important aspect of all doctors' and dentists' work and trainees need to learn the skills of working effectively in meetings; equally the trainees' contribution is vital if we are to listen and respond to our learners.

Proposal

Any dental trainee, from Foundation Dentist upwards, who is invited by the Dental Director to attend a North West wide or national meeting, should be released from their regular duties, provided the usual six weeks' notice is given. Application should be made in writing to their educational supervisor in conjunction with the clinical supervisor, documented in the e-portfolio and absence from the normal clinical activity agreed through local processes. It will be the trainee's responsibility to:

- (a) Gather opinion and any issues from the constituent group they represent to feed into the meeting they are attending.
- (b) Ensure that the group they represent is sent a brief summary of the meeting.
- (c) Record any learning points in their e-portfolio.

If an educational supervisor is concerned about the time being allocated to professional leave at the expense of the curriculum, this should be brought to the

attention of the relevant Training Programme Director who will consult with the Associate Dean/Director.

In summary, attendance at HENW (Manchester Office), specialty or trust activities should be managed locally and trainees released from normal duties to attend.



Facts on Finance
(Version 4)

Foundation Training in the NHS Primary Care Dental Services
From 1st April 2014

Disclaimer

This document is produced by COPDEND and is provided as a reference for Postgraduate Deans. The figures included in the document are extracted from the 'Statement of Financial Entitlement' (SFE) produced by the Department of Health. National Insurance and Superannuation contributions are estimates given for guidance only. Employers are responsible for managing PAYE deductions.

The Foundation Trainee's salary has 1% uplift from 1 April 2014. The trainer grant has increased by 1% and service costs remain the same as in 2013/14.

TRAINEE SALARY

£ 2536.11 per month from 1 April 2014
£30,433.32 per year from 1 April 2014

TRAINER GRANT

£ 761.00 per month from 1 April 2014
£9132.00 per year from 1 April 2014

SERVICE COSTS

£ 5347.02 per month from 1 April 2014
£64,164.24 per year from 1 April 2014 (frozen for 2014/15)

ERNIC EMPLOYERS NATIONAL INSURANCE COSTS

£ 188.50 per month from 1 April 2014
£2262.00 per year from 1 April 2014

DFT's salary monthly estimates

DFT's gross pay	Superannuation deduction	Net pay for Income tax	National Insurance Employee's Contribution Contracted-out (CA39) Table D (based on gross pay)
£2536.11	£235.86	£2300.25	£195.88

Your Salary

As Dental Foundation year Practitioners are employees of their Educational Supervisors practice, they must have Tax and National Insurance deducted.

1. TAX – otherwise known as PAYE (Pay As You Earn)

If you have been employed in this tax year (after 6 April) you should have been given a P45 by your previous employer, which shows the tax you have paid and your tax code. You should pass this on to your Educational Supervisor.

If you have not been employed in this tax year, your employer will ask you to fill in form P46.

If you do not have a tax code by the time you receive your first pay, an emergency code will be used, this will probably mean that you may pay slightly more tax. Later when you receive a correct coding, your tax will be adjusted and you will then pay at the correct rate. At this stage you may receive a small refund.

When you receive your tax code it will probably be 489L. If you have not worked this tax year and are paid for your first time in September, you will pay virtually no tax for the first month.

2. National Insurance

Your Educational Supervisor will need your NI number. If you do not have an NI number, contact the Contributions Agency (see local telephone directory or Inland Revenue website for their phone number).

You will pay Class 1 National Insurance Contributions at the contracted-out rate.

3. Superannuation

Contributions towards your NHS Pension will be deducted at source by the Business Services Authority.

PAYSLIPS – You should receive an itemised payslip each month, showing all the deductions.

The Facts on Finance page gives details of trainee salary and Educational Supervisor grant from 1 April 2014.

This is the current scale and would normally undergo amendment on 1 April each year.

Guidelines for Dentists Claiming Travel and Subsistence for Attending Dental Courses with effect from 1 August 2007

Who Can Claim?

Claims are payable to dentists who are on an NHS England Area Team Performer List as a FD and who are working in an DF Training Programme approved GDS or GDS/PDS Practice which holds an NHS contract; claims are payable in full to the named performer via the Provider contract

What Can Be Claimed?

Expenses can be claimed to attend UK HENW (Manchester Office)-approved courses only - travel costs within the UK only:

1. Second class travel and standard mileage. Air fares within the UK where these are no more than the equivalent land travel. (For journeys claimed, in excess of 300 miles return, prior approval must be sought in writing from the Director of Postgraduate Dentistry and the NHS England Area Team)
2. Car parking (airport parking is for two days maximum)
3. Meal allowance
4. Accommodation

Notes on allowances - *Overnight allowance: actual receipted cost of bed & breakfast up to a maximum of £55.00; non-commercial accommodation (i.e. friends or relatives) = £25.00. Meal allowance: per 24-hour period = £20.00. Daily allowance: Lunch (applicable when more than five hours away from practice, including the times between 12:00-2:00 p.m. = £5.00; Evening meal (applicable when away from the practice for more than 10 hours after 7:00 p.m.) = £15.00. Mileage allowance: Dentist using their own vehicle (shortest practicable route between home/practice & place visited) = £0.24 per mile; Dentist carrying one or more named eligible Dentists to the same course = £0.05 per mile.*

How Are Claims Paid?

Claims must be submitted on a signed and completed approved claim form (FP84) counter signed by a HENW (Manchester Office) representative.

Claims must be submitted within 3 months of the event and will not be paid after this time.

Receipts must be included for rail travel, accommodation, meals and car parking.

Completed forms should be sent to the Dental/Finance lead at the claimant's own Area Team (i.e. where he/she has a contract to provide NHS Dental Services on the date of the course).

Payment will be made via monthly schedules from the Dental Practice Division of the Business Service Agency. The provider should then pay the FD.

Keep a copy of each FP84 and your receipts for your records and send the originals to your Area Team. A copy of your certificate of attendance should also be kept as a record of your verifiable CPD which may be asked for by the GDC in future years.

PLEASE NOTE THE FP84 STILL REFERS TO PCTs, THIS IS NOW THE AREA TEAMS.

FP84-0510

CERTIFICATE OF ATTENDANCE for Dentists and Dental Care Professionals (DCPs)



It is important to keep this certificate for your records - the General Dental Council (GDC) may request details of the courses you have attended

1. Particulars of Dentist/DCP (PLEASE PRINT)

Title:	First Name:
Surname:	
GDC No:	
PCT Performer No:	
Practice/Contact Address:	
Post Code:	
Tel No.	Mobile Number:
Email Address:	

2. Course Details (please complete a separate form for each course attended)

This is an MPET-funded course (Multi Professional Education and Training budget - previously Section 63)

Title of course:	<input type="text"/>
Venue of course:	<input type="text"/>
No of verifiable hours:	<input type="text"/>
Date of course:	<input type="text"/>
Postgraduate Centre/Organiser's stamp	

Deanery:

Signature confirming attendance:	Date:
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Dentists only: This form may also be used to claim for travel/subsistence expenses for MPET (CPD and VT/DF1) Courses. For such claims please complete the details overleaf and send to your PCT (keep a copy for your own records).

PLEASE DO NOT return this form to your Deanery



CLAIM FORM

Dentists only: (Please note that only dentists with a PCT performer list number are entitled to claim. This must be listed overleaf)

To claim for travel/subsistence expenses for an MPET (CPD/DF1) course on the reverse side of this form please complete the details below and return both sides of the form to the Finance Department of the PCT that holds your performer number, marking the envelope "dental postgraduate travel claim".

Notes on allowances

Overnight allowance:

Actual receipted cost of bed & breakfast up to a maximum of £55.00
Non-commercial accommodation (i.e. friends or relatives) £25.00

Meal allowance:

Per 24-hour period £20.00

Daily allowance:

Lunch (applicable when more than five hours away from practice, including the times between 12:00 - 2:00p.m.) £5.00

Evening meal (applicable when away from the practice for more than 10 hours after 7:00p.m) £15.00

Mileage allowance:

Dentist using their own vehicle (shortest practicable route between place of work & place visited) = £0.24 per mile; dentist carrying one or more named eligible dentists to the same course = £0.05 per mile.

3. Expenses MPET (courses only)

Date	Time of departure	Time of return	Full particulars of journey - i.e. type of transport, exact start and end points together with any diversions & other expenses such as car parking & extra passengers	Round trip miles (car only) @ £0.24/mile No. of Miles:	Other Expenses	Expenses Total (a)	Subsistence (b)
				£	£	£	£
Performer number of passenger:							
Totals							

USE SEPARATE LINE FOR EACH TYPE OF EXPENSE.

Relevant tickets/receipts or a copy of a credit card statement **MUST** accompany all claims
Dentists must complete the 'TOTAL' box in order to claim travel & subsistence: TOTAL (a) + (b) = £

I declare that the mileage allowances and expenses claimed above were incurred solely on journeys to attend MPET (CPD and DF1) courses, the charges are in accordance with the Department of Health Regulations in force at present and, where the full mileage rate has been claimed, public transport would not have been appropriate. I declare that the information given on this form is correct and complete and I understand that, if it is not, action may be taken against me. For the purpose of verification of this claim I consent to the disclosure of sufficient documentary evidence to demonstrate its accuracy to the Secretary of State or Primary Care Trust.

Signature:

Date:

Help & Support

If you have a problem, clinical or non-clinical your Educational Supervisor is there to assist – **do** use their experience to help, particularly in the first week.

Your TPD is also available to give help and advice on any problems throughout the year and can be contacted either at the practice or at home in the evenings.

The Associate Director of Dental Foundation Training, David Read, is also available if problems cannot be resolved at a more local level.

FD's should also be aware of the BDA Support Helpline in case of extreme problems.

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, TPD or the ADDFT – they are there to help.

DENTAL SUPPORT HELPLINE

Since 1 August 1997, the BDA has made available to dentists, their staff and families, a telephone counselling service.

This confidential service is run by former dentists who are fully trained independent counsellors. Their aim is to help the caller give voice to his/her concerns, to help identify the root of a problem and search for possible solutions, or simply provide a listening ear. It does not take callers through a full programme of counselling, but is an initial point of contact. Further help can then be arranged according to the client's needs.

For the Dentists Health Support Programme the number to call is: 020 7224 4671

Messages left on the answering machine are monitored and responded to very quickly.

Experience has shown that the support service is used when professional and personal relationships fall down, confidence has been undermined, a particular procedure becomes frightening, or the very practice of dentistry becomes burdensome, or a change of direction is considered.

It should not be mistaken for the BDA's comprehensive advisory service on dental, legal and management issues, which continues unchanged.

Useful Addresses

COPDEND

www.copdend.org

British Dental Association

64 Wimpole Street
London W1G 8YS
Tel: 020 7935 0875
Fax: 020 7487 5232
Email: enquiries@bda.org
Web: www.bda.org.

Medical & Dental Defence Union

Mackintosh House
120 Blythswood Street
Glasgow
G2 4EA
Tel: 0845 270 2034
Fax: 0141 228 1208
Email: advice@mddus.com

The Dental Defence Union

MDU Services Limited
230 Blackfriars Road
London
SE1 8PJ
Tel: 0800 085 0614
Email: advisory@theddu.com

Dental Protection Society

33 Cavendish Square
London
W1G 0PS
Tel: 0845 608 4000
Fax: 020 7399 1401
Email: enquiries@dentalprotection.org
Web: www.dentalprotection.org.uk

Faculty of General Dental Practitioners

The Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London WC2A 3PN
Tel: 0207 7869 6754
Email: fgdp@rcseng.ac.uk
Web: www.rcseng.ac.uk

General Dental Council

37 Wimpole Street

London

W1G 8DQ

Tel: 0845 222 4141

Web: www.gdc-uk.org

Faculty of Dental Surgery

Royal College of Surgeons of England

35/43 Lincoln's Inn Fields

London WC2A 3PE

Tel: 020 7869 6810

Email: fds@rcseng.ac.uk

NHS Business Services Authority

Dental Services

1 St Anne's Road

East Sussex

BN21 3UN

Tel: 0300 330 1348

Email: nhsbsa.dentalservices@nhs.net

Area Team Contacts

Greater Manchester Area Team

Lindsey Bowes – Contracts Manager Greater Manchester Area Team -0138 255 229

L.Bowes@nhs.net

Rose Pealing
Dental Commissioning
NHS England
4th Floor
3 Piccadilly Place
Manchester
M1 3BN
011138 255 264
rpealing@nhs.net

Finances:

FHS Finance Team
4th Floor
3 Piccadilly Place
Manchester
M1 3BN

Kapambwe Luambia k.luambia@nhs.net 01138 824 8659
(Bolton, Bury, HMR, Oldham, Wigan, Stockport, Tameside and Glossop and Salford)

Alison Gardiner alison.gardiner5@nhs.net 01138 824 8660
(Trafford, Oasis Dental, any CDS contract queries, IDH dental, Smart Dental).

Sarah Congdon sarah.congdon@nhs.net 0113 824 8658
(any contract queries)

Lancashire Area Team

Emma Bellamy
Lancashire Area Team, NHS England
Floor 2, Preston Business Centre
Watling Street Road, Preston, PR2 8DY
01772 214162
Emma.bellamy@nhs.net

Finance:

Contractor Payments
LaSCA
3 Caxton Road
Fulwood
Preston, PR2 9ZZ

Cheshire Warrington & Wirral Area Team

Kerry Davis - Contract Manager – Dental Lead - 0113 82522992

Kerry.davis@nhs.net

Beverley Edwards
Primary Care Contracts Assistant
Contractor Services Department
Primary Care Support, Chester Office
1829 Building
Countess of Chester Health Park
Liverpool Road
Chester

CH2 1DU
Email: bedwards1@nhs.net
Telephone No.: 01244 650 493

Finances:
Account Managers (Dental)
Cheshire, Warrington and Wirral Area Team
1829 Building
Countess of Chester Health Park
Liverpool Road
Chester, CH2 1ZY

Maps

Blackburn

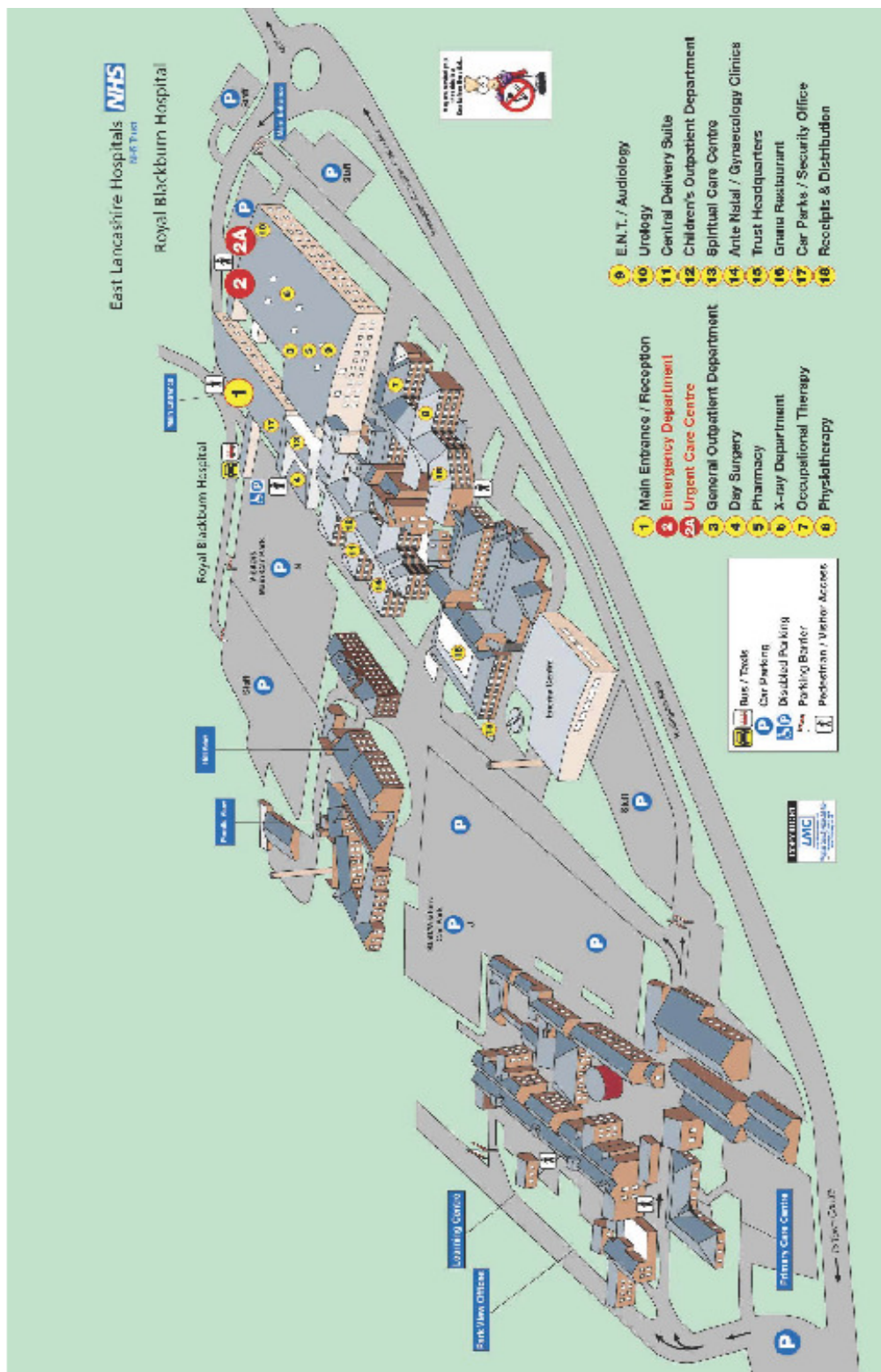
Lancaster

North Manchester

Pennine (Oldham)

Wythenshawe

Royal Blackburn Hospital Haslingden Road, Blackburn Site Map



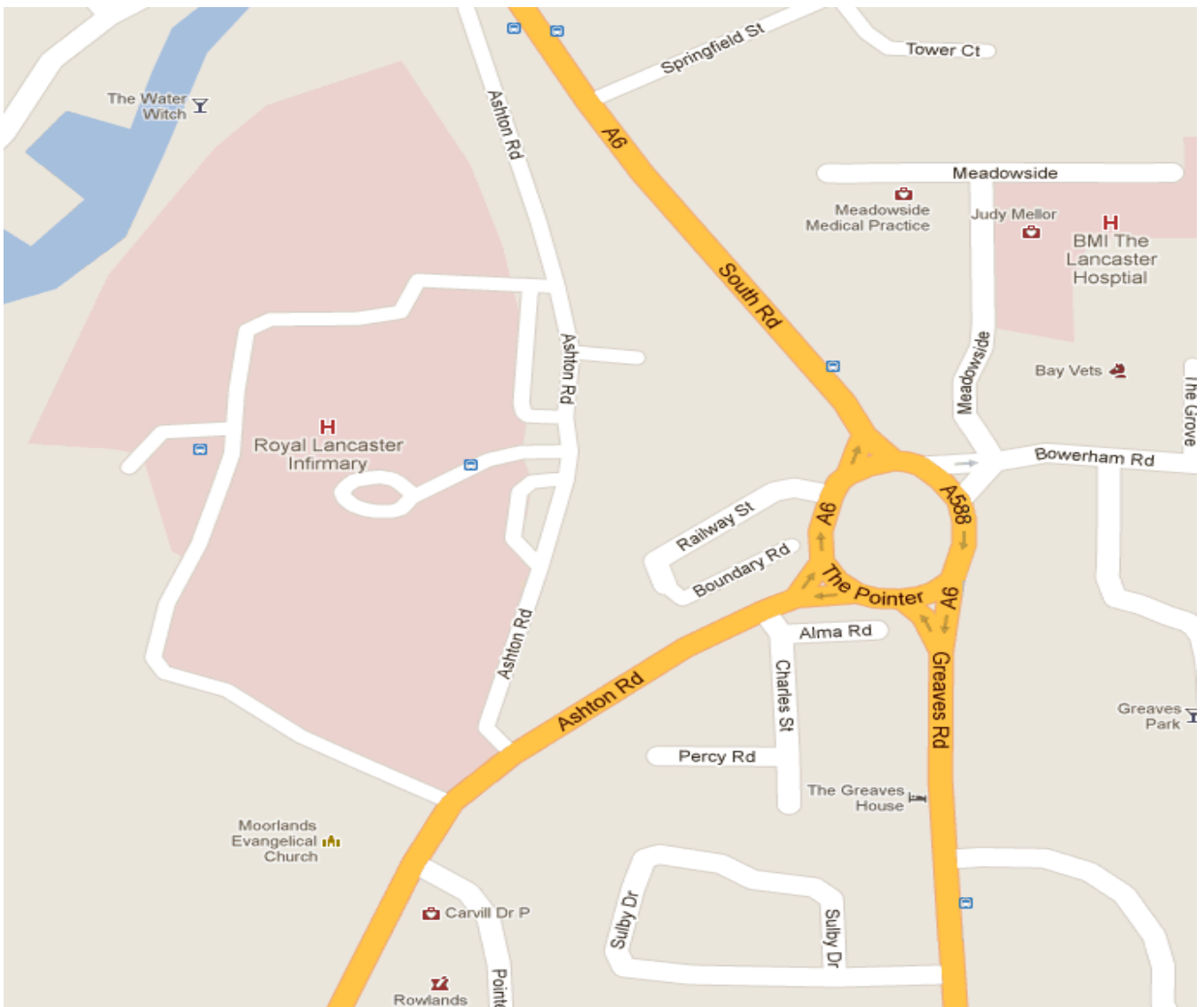
Royal Lancaster – Ashton Road, Lancaster Directions & Road Map

From the South:

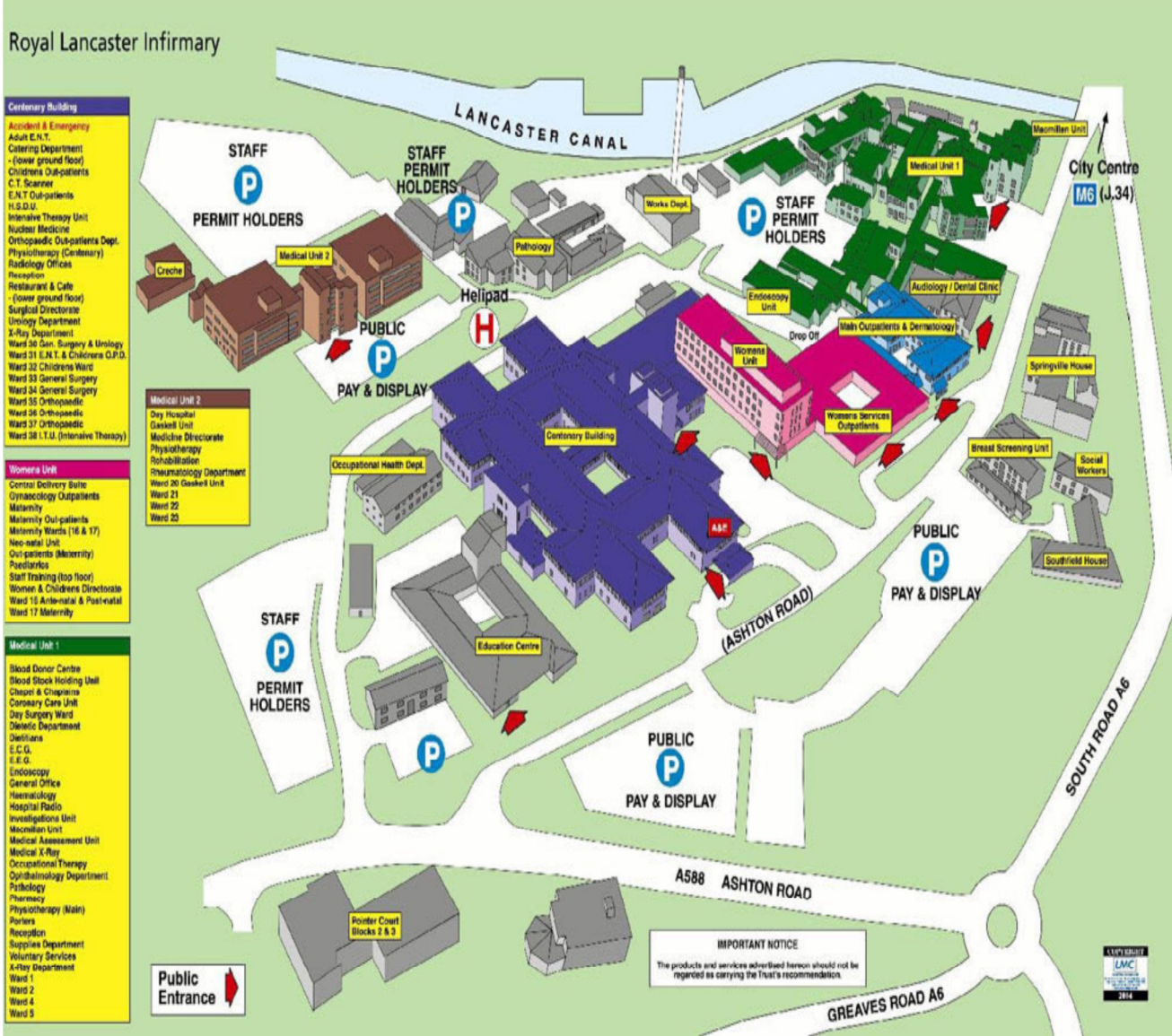
Leave the M6 at Junction 33 and follow the signs for Lancaster A6. It is essentially a straight road passing through a small village called Galgate (watch the 30 miles speed limit through here!), then past the University of Lancaster on the right. About 1-2 miles after the university you will come to a roundabout and you can see the hospital to the left. Take the first left off the roundabout and then 2nd right. The Education Centre car park entrance is immediately on the right.

From the North:

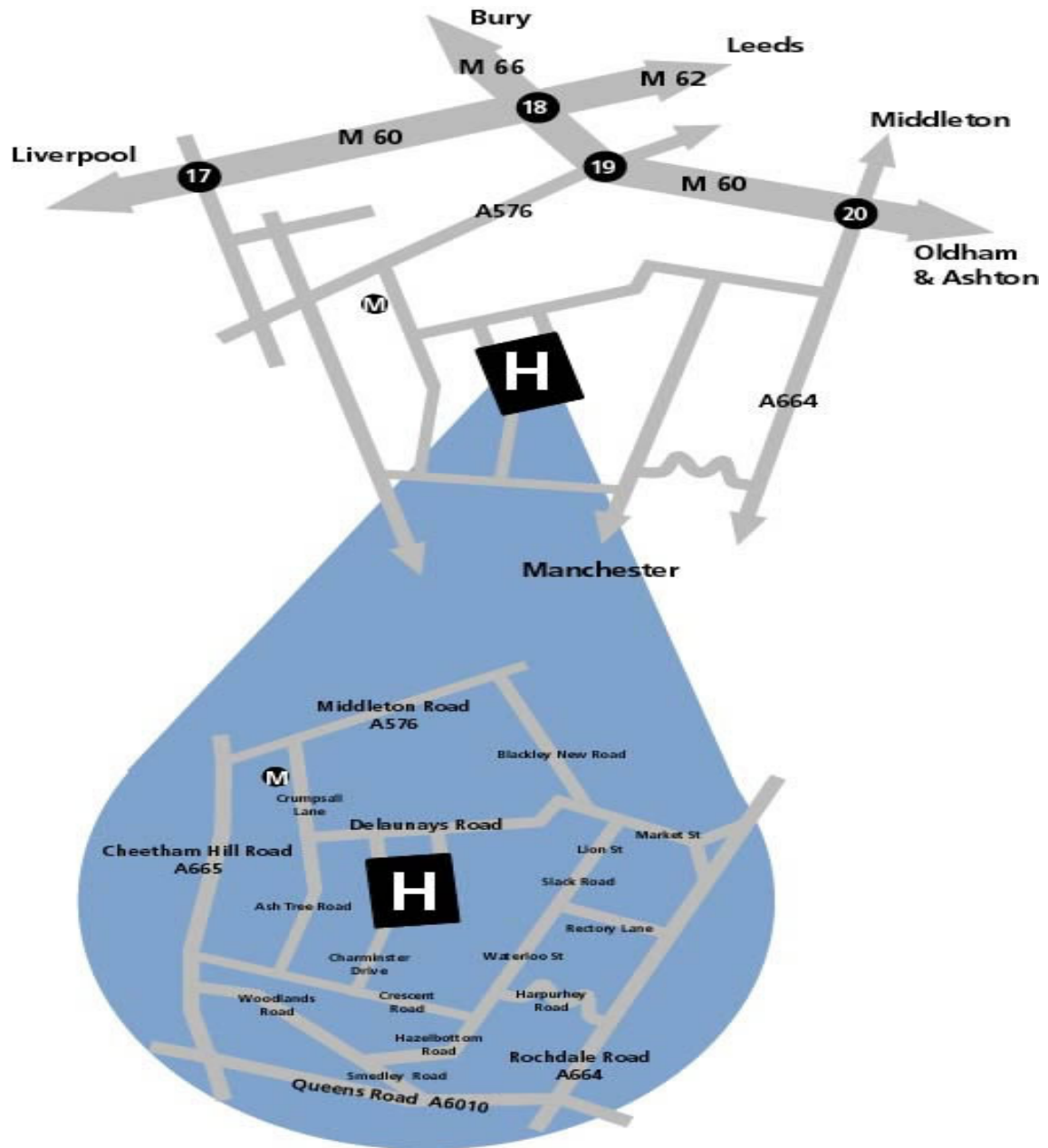
Leave the M6 at Junction 34, follow the main road through into the city centre, go through the city one-way system past the Town Hall. Go left at the main set of traffic lights after the Town Hall, following signs to Royal Lancaster Infirmary/University/M6. At the roundabout go right and then right again into Ashton Road. The hospital is on the left. The main car park is on the right.



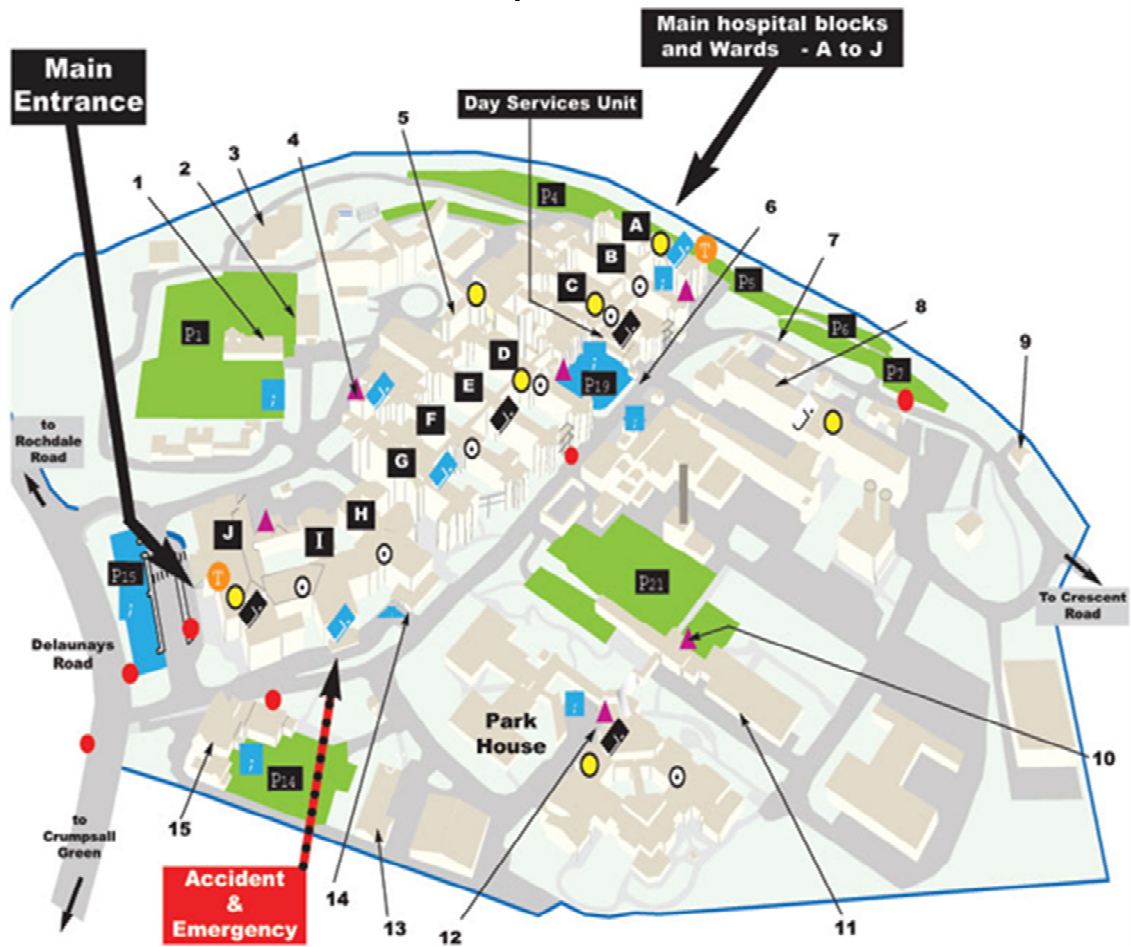
Royal Lancaster – Ashton Road, Lancaster Site Map



North Manchester General Hospital, Delaunays Road Crumpsall, Manchester



**North Manchester General Hospital, Delaunays Road
Crumpsall, Manchester**



A

Block - Dental/Cardio/Respiratory

B Block - Wards B1, B3 & B5

C Block - Day Services, X-Ray, A Wards C3, C4, C5 & C6

D Block - Physiotherapy/OT, Wards D3, D4, D5 & D6

E Block - Wards E1, E2, E3, E4, E5 & E6

F Block - Wards F1, F2, F3, F4, F5 & F6

G Block - ICU (Intensive Care Unit), G2 Admissions Unit, HDU (High Dependency Unit), CCU (Coronary Care Unit), Renal Unit

H Block - X-Ray B, Ward H3/H4, Operating Theatres

I Block - A & E, Outpatients B, Wards I5 & I6

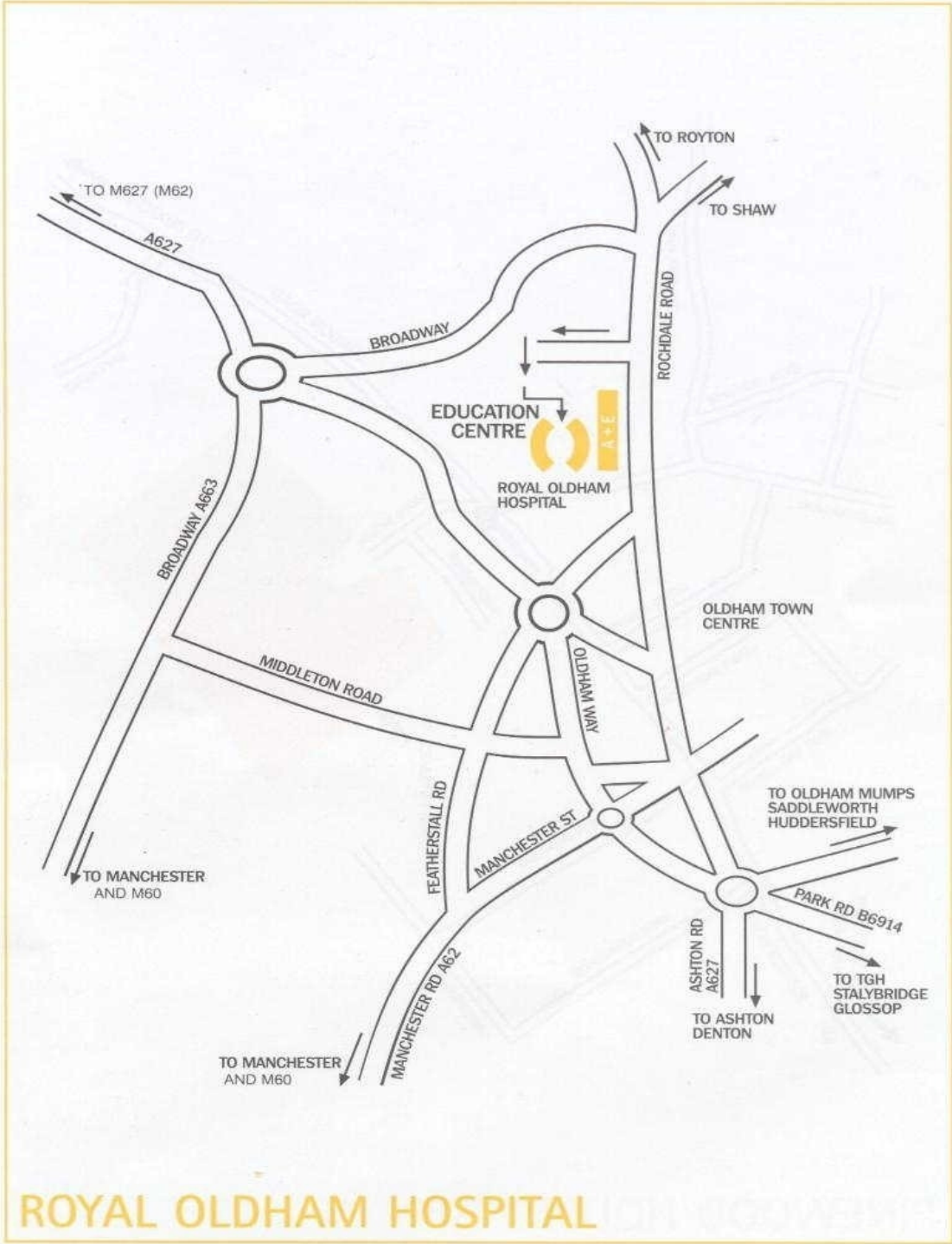
J Block - Outpatients A, Pharmacy, Wards J3, J4, J5 & J6, Neurophysiology, HSDU (Hospital Sterilisation and Disinfection Unit)

K Block, Level 1 - Children's Unit, KOALA Unit, Neonatal Unit

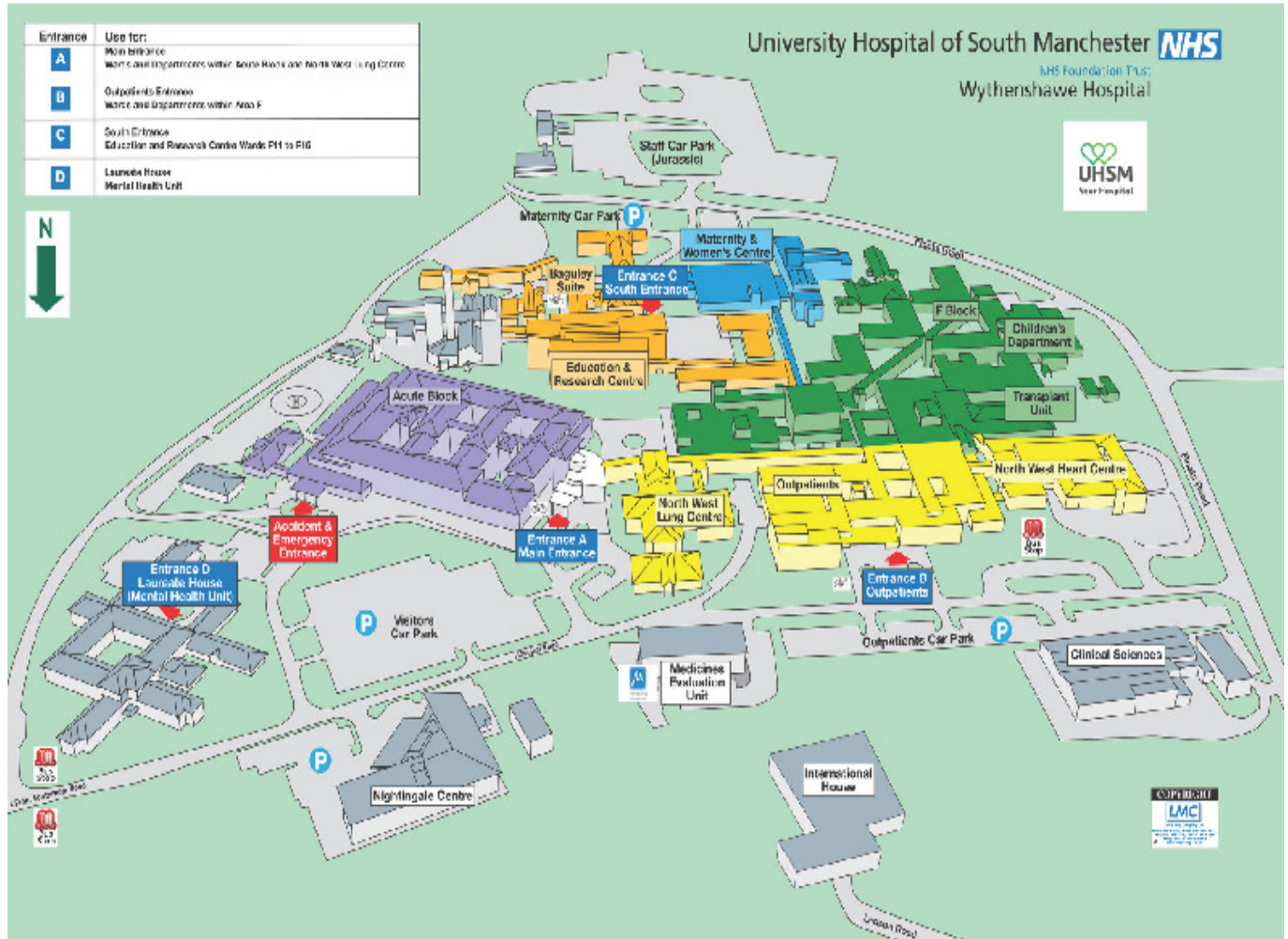
Level 2 - Labour Ward

Level 3 - Antenatal Ward, Postnatal Ward

**Pennine (Royal Oldham Hospital
Rochdale Road, Oldham)**



UNIVERSITY HOSPITAL OF SOUTH MANCHESTER,



APPENDIX 1: The Foundation Curriculum

A Curriculum for UK Dental Foundation Programme Training - COPDEND
http://copdend.org/content.aspx?Group=foundation&Page=foundation_programme

The Dental Foundation curriculum aims to set the ethos for a lifetime of continuing professional development and create reflective practitioners who are aware of their strengths and weaknesses. It involves Foundation Dentist's (FD's) in both in- and out-of-practice activity. The curriculum was designed to cover two years.

The focus of the curriculum is to apply and develop knowledge acquired during undergraduate training, in a general practice environment.

The guidance that follows is explicit about what should be achieved, but not about how it should be achieved. Training Programme Directors and Educational Supervisors should agree at the beginning of the training period, which elements of the curriculum will be covered during study days and which will be covered in practice. Emphasis will vary from scheme to scheme as will the timetabling of activities.

Introduction to Practice Management

During the first two months of the DFT period, FD's will need advice and guidance to make their initial transition into general practice. The *Dental Foundation Training & Learning e-Portfolio* outlines a timetable of interviews and assessments to help this process.

However, it is essential that basic practice administration and professional responsibilities are covered at the very beginning of the DFT period. In particular, FD YR1s should be introduced to:

- ◆ NHS terms, regulations and structure.;
- ◆ The management of the dental team (dental nurse, receptionist, hygienist, laboratory);
- ◆ Health & safety issues (broad concepts at this stage);
- ◆ Office routines (including the use of IT), appointment book, time keeping, day-book;
- ◆ Equipment care and maintenance;
- ◆ Personal finance;
- ◆ Maintenance of the Dental Foundation Training & Learning e-Portfolio;
- ◆ CPR and management of medical emergencies in practice;
- ◆ Legal and ethical responsibilities;
- ◆ Professional behaviour.

Much of the advice and guidance on these topics will be given in the training practices. However, the study day course should be used to augment this training and provide a forum for discussion of practice management techniques.

Professional Development throughout the year

The list of topics to be covered during the DFT period is so long that it is impossible to devote a session to each topic during the study day course. Thus, specific guidance is not given on how, where or when to cover the topics, or as to how much time to devote to each of them. However, all the topics should be covered; it is up to Training Programme Directors and Educational Supervisors to decide where, when and how to deal with them. The topics are listed under general headings, for convenience.

Clinical Skills

Clinical skills acquired during undergraduate training should be broadened and refined in a general practice environment. All areas of clinical practice, including an understanding of orthodontics, should be covered.

In particular, history taking, diagnosis, treatment planning and maintenance care, should be developed through regular treatment planning sessions, both in training practices and in the peer review environment of study days. Interpersonal skills, “chair-side manner”, the management of anxious patients, patients with special needs and of crises in practice should be covered, as should general anaesthesia, sedation, pain control, applied pharmacology and therapeutics, oral medicine and oral & maxillofacial surgery, together with all the major topics listed in the Dental Foundation Training Curriculum & Learning e-Portfolio. During the year simulation sessions may be carried out on phantom heads or pigs’ jaws to reinforce and extend the restorative and surgical techniques learnt as undergraduates.

Critical skills and lifelong learning

In order to develop critical and self-appraisal skills, the curriculum should include elements related to quality management (particularly of radiographs and laboratory work), peer review, clinical audit, clinical effectiveness and research in general practice.

FD’s should be encouraged to take part in a project, including critical reading, present cases and develop writing skills using word processors.

Development of practice and business management skills

Developed from the basic training of the first two months of the DFT period, these include:

- Book-keeping, accounting and tax returns;
- Stock control;
- Staff selection, training and contracts;
- Use of IT in business management and patient records;
- Work study, surgery planning and design, Health & Safety and other legislation applicable to dental practice and small businesses;

Management of presentations and organisation of meetings;
Dealing with banks, lawyers and insurance;
Pension, personal finance, time management and professional indemnity issues.

Broader health care issues

These include developing professional relationships with dentists and doctors in primary and secondary care, writing referral letters, visiting hospital departments, other dental practices, health centres and laboratories. Understanding funding systems within the NHS and elsewhere and the role of the Business Services Authority, NCB, ATs, Government, GDC and other professional organisations.

Developing an understanding of law, how patient demands and community needs impact on dental practice and the significance of epidemiological changes on working patterns and the delivery of services.

Understanding the importance of oral and general health promotion.

Career planning and continuing education

Developing an awareness of career options in all areas of dentistry and health care and of where to go for advice.

Developing an understanding of the need for a lifetime of continuing education and of how to meet this need locally, nationally and through home study and distance learning.

APPENDIX 2: Dress codes

for postgraduate medical and dental recruitment, training and assessment

Introduction

The following guidance outlines some specific issues and recommendations with respect to appropriate dress for clinical settings and examinations for dentists in training. The paper has been discussed and agreed by COGPED, COPDEND and COPMeD (2011).

The guidance relates to dress only but it remains the responsibility of all dentists to ensure that their appearance is compatible with their professional role and does not, in any way, impede the effective delivery of the roles and responsibilities of a dentists; including communication with patients, relatives, carers and other staff.

Conventionally in the UK, formal professional practice between dentist and patients is appropriately marked by a certain formality of dress. It is, therefore, legitimate to require trainees to dress in this fashion. This would exclude among others, inappropriately revealing styles, such as low-cut necklines and mini-skirts or clothes that are not clean (clearly clothes made unclean during an emergency/acute event would be an exception to this). In addition, the wearing of dangling jewellery/accessories or hairstyles that could interfere with the physical examination of or interaction with a patient are also regarded as inappropriate.

COPMeD Revision 2011

Guidance is available from NHS Professionals on dress codes and their application throughout the NHS. It highlights that there are legitimate reasons for enforcing a dress code including Health and Safety considerations, practicality, governance and professionalism.

It is recommended that such policies should be reviewed regularly, be consistent, be clear and applied with sensitivity. Consultation with special interest groups by Local Education Providers (LEPs), and persons with specific religious or cultural requirements is recommended where relevant.

None of these factors are inconsistent with a general duty to make reasonable efforts to accommodate needs and preferences arising from religious or cultural factors. An example of this might be a reasonable effort to accommodate to a religious objection to a 'bare below elbows' policy by the provision of special gloves or protectors by a LEP; though any such

adjustment must be deemed “feasible” by the LEP. These issues are mainly the concern of the employer of the trainee, rather than the HENW (Manchester Office) [whose role may be as a commissioner, provider of education, or both]. Nonetheless, Deaneries should be mindful of relevant GMC or GDC advice that a dress code may require the removal of any garment that inhibits clinical communication; such as those that cover or obscure the face.

A distinction should be drawn between ‘patient facing’ professional roles, and activity in an educational context alone. For Deaneries, in the latter case, clinical dress codes may not be held to apply in informal settings, but they will apply, in formal processes such as recruitment to specialty training (including GP), professional, examinations, ARCP panels and other more formal HENW (Manchester Office)/specialty processes.

Recruitment and selection may involve contact with simulated patients who should be considered and treated as if they were patients, for clinical communication, physical examination and assessment of clinical performance. Irrespective of those additional considerations, recruitment and selection panels will expect the candidate to have their face exposed.

There is some case law on the application of a dress code in a teaching context. A tribunal upheld the right of a local authority to require the removal of a face veil by a teacher as non discriminatory, given the importance of effective communication, and the consistent application of such a policy. This decision was sustained at appeal [see below]. These issues are clearly part of a larger agenda concerning respect for principles of equality and diversity fully articulated in GMC standards Domain 3, to which PG Deaneries are obliged to conform.

Professional examinations form part of the assessment framework of most GMC approved specialty curricula. In most instances (and where it is not a requirement, this should be expressly stated in guidance for professional examinations), the same dress code will apply for professional examinations as it does for day to day clinical practice/contact with patients; this means that forms of dress should not constrain the candidates ability to demonstrate recognised skills. Forms of dress that cover the face will normally be deemed inappropriate in such examinations.

Suggested HENW (Manchester Office) Policies

- Deaneries advise trainees to observe the legitimate dress codes of employing Local Education Providers i.e. in Dental Foundation the employing Practice
- This may include maintaining appropriate standards of appearance, dress and personal hygiene [for example the avoidance of large earrings, inappropriate skin exposure, unstable shoes etc]
- Differentiation between male and female dress codes is legitimate, given application of the criteria listed above
- Garments that may interfere with clinical communication, and its assessment, should be removed at appropriate times.
- Similarly examiners and those involved in recruitment should require the removal of garments that obscure the face during the exam or recruitment process, and have regard to the maintenance of standards of dress as above.

Final Version

COPMeD (David Sowden) mended to cover dental training

October 2011