Dental Foundation Training

Incorporating:

John Radcliffe Hospital
Royal Berkshire Hospital
Milton Keynes PCT
Buckinghamshire Healthcare
Oxfordshire Health
Heatherwood & Wexham Park Hospital

A HANDBOOK FOR FOUNDATION YEAR TWO DENTISTS

2012-2013
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INTRODUCTION

Welcome to Year 2 of Dental Foundation Training in the Oxford Deanery.

Foundation programme training reflects a new era in medical and dental education with the emphasis that training should be trainee centred, competency assessed, service based, quality assured, flexible, coached, and structured & streamlined.

The aim of this handbook is to provide you with useful education and training information at your fingertips to help you through the Programme. If you have any concerns, please do not hesitate to contact any of the key contacts listed in this booklet.

Good luck on the programme.

Helen Falcon
Postgraduate Dental Dean

Miss Mary McKnight
Training Programme Director

Shalin Mehra
Associate Postgraduate Dental Dean

Catherine Sternberg
Regional Development Adviser
DEANERY CONTACT DETAILS

1. TRAINING PROGRAMME DIRECTOR

Miss Mary McKnight     Tel: 01865 743101
                        marymcknight@nhs.net

2. OXFORD DEANERY DENTAL SCHOOL

Mrs Helen Falcon       Tel: 01865 740 650
Postgraduate Dental Dean
                        helen.falcon@oxforddeanery.nhs.uk

Shalin Mehra           Tel: 07831 252122
Associate Postgraduate Dental Dean
                        Shalin.mehra@oxforddeanery.nhs.uk

Mrs Catherine Sternberg Tel: 01865 740 650
Regional Development Adviser
catherine.sternberg@wessexdeanery.nhs.uk

Mrs Helen Scragg       Tel: 01865 740 654
Dental School Manager
                        helen.scragg@oxforddeanery.nhs.uk

3. DF2 PROGRAMME ADMINISTRATORS

Mrs Becca Hodgson      Tel: 01865 221 739 (Tues, Wed, Thurs)
(oxford)               becca.hodgson@ouh.nhs.uk

George Pickering Education Centre
Level 3, John Radcliffe Hospital
Headley Way
Headington
Oxford, OX3 9DU
http://www.ouh.nhs.uk/education-centres/training/dental.aspx

Miss Hollie Dalton     Tel: 01962 718439 (Tues, Wed, Thurs)
(Wessex)               hollie.dalton@wessexdeanery.nhs.uk

Wessex Deanery
Southern House
Otterbourne
Winchester
SO21
KEY PERSONNEL

1. SUPERVISORS

Educational Supervisors
A named individual will act as your educational supervisor for your duration on the Oxford Deanery DF2 programme and will take a special interest in your training and professional development. The educational supervisor is appointed by your employing Trust and is available to meet you throughout your placement. Further details on the responsibilities of the educational supervisor are laid out in the Deanery handbook. You should make arrangements to meet formally with your educational supervisor within a couple of weeks of starting, and as a minimum at 3 monthly intervals throughout your post. You should set out and agree your educational and training needs and goals for the post and how you are going to achieve them at the start and have 3 monthly reviews of your progress which should be recorded in your e portfolio. The name of your Educational Supervisor can be found in your Welcome Letter.

Lead Educational Supervisors for DF2s are:

- John Radcliffe Hospital
- Royal Berkshire Hospital
- Milton Keynes PCT
- Buckinghamshire Healthcare
- Oxfordshire Health
- Heatherwood & Wexham Park Hospital

Daljit Dhariwal
Charlotte Hart
Tejas Udani/Joanne Young
Yudhir Gobindnarain
Michael Amin

Clinical Supervisors
These are the consultants, specialists, specialty registrars, trust doctors, senior dental officers, GDPs or any other clinical staff that you work for every day in any of your rotations. Clinical supervisors will only be responsible for you during a particular session or post and are responsible for ensuring that your day to day clinical training needs are being met. They should be asked to carry out workplace based assessments and to complete elements of your portfolio.

Meetings with the Educational and Clinical Supervisors at the start of each post
At the start of each post the Foundation Dentist will meet with their trainer / educational supervisor to discuss expectations and the educational agreement. The following areas should be discussed at this first meeting:

- How to get help in a clinical situation
- Holiday / Sickness / Study Leave policy
- Supervision arrangements
- Dress code
- Punctuality and Team working
- Completing the Learning portfolio and reflective practice
- Workplace based assessments
- Practice / clinic organization
2. **MEDICAL STAFFING**

Personnel enquiries such as contracts, pay/banding, travel expenses, job descriptions, working hours etc should be addressed to the Medical Staffing or Human Resources department for your Trust in the first instance.
RESPONSIBILITIES OF THE DF2

Your responsibilities as a DF2 are to:

1. Demonstrate professional behaviour in accordance with best practice
2. Become familiar with the requirements for successful completion of the Dental Foundation Training Programme
3. Become fully involved in the education and assessment processes, including attending Trust, Departmental and Deanery induction and training sessions, meeting regularly with your educational supervisor and maintaining an up-to-date e-portfolio provided by the Oxford Deanery Dental School.
4. Take part in systems of quality assurance and quality improvement in your clinical work and training including audit and clinical governance.

WHAT TO DO WITHIN THE FIRST FEW WEEKS OF STARTING

We appreciate that the first few weeks of each new post will be busy for you. For ease of reference we have therefore provided you with a checklist which you may find useful:

1. Attend trust induction as appropriate
2. Attend the departmental induction
3. Collect your ID badge and any other equipment as appropriate
4. Make an appointment to see your educational supervisor
5. Find out about your rota and timetable
6. Familiarise yourself with the curriculum and assessment forms
7. Start to think about who should be completing the workplace based assessment forms for you
8. Read this handbook
9. Start attending the Trust and Deanery teaching programmes
10. Find out about other training and education sessions
11. Familiarise yourself with departmental/Trust policies
12. Book annual and study leave as soon as possible
13. Obtain your IT password as appropriate to your department/Trust
14. Make sure you have a username and password for the e-portfolio
15. Provide two passport sized photos to the DF2 Administrator
16. Hand in your contact details form to the DF2 Administrator
17. We recommend an encrypted USB stick be obtained for storing audits etc.

And finally ……..

18. Ask the Key Contacts in this handbook any questions you may have.
THE CURRICULUM

The Curriculum for UK Dental Foundation Training Programme can be obtained on the COPDEND website www.copdend.org.uk in the Foundation Training – Foundation Programme sections.

E-PORTFOLIO

The Oxford Deanery Dental School uses the COPDEND Dental Foundation Training e-Portfolio. Usernames and passwords will be issued by the Deanery.

Support for the e-portfolio is provided by the Deanery which acts as your 'local administrator'.

For queries related to the portfolio please contact the e-Portfolio administrator at the Oxford Deanery, Ms Liz Hennessy liz.hennessy@oxforddeanery.nhs.uk

Keeping Records of Your Training

A fully completed log book (e portfolio) is required for successful completion of the Dental Foundation Programme.

For further information about the DFT portfolio and assessments download the guide to completing the portfolio:


CPD Records

You should also keep a record of your verifiable and non-verifiable continuing professional development (CPD) completing annual General Dental Council returns. There is a section for recording verifiable CPD in the Dental Foundation Training e-portfolio. Copies of CPD certificates should be retained for 5 years after the end of your CPD cycle.

Key Skills & Examinations

We hope that you will successfully complete either the MJDF or MFDS examination during your DF2 year and the day release programme aims to provide supporting knowledge for the exams.

Completing 5 key skills is a requirement for the MJDF and we expect all DF2 trainees to have done this by the time they finish their training year. The Deanery will arrange for an approved assessor to mark your key skills portfolio at no charge if you submit them before the deadline of 30th April 2013.
ASSESSMENT and APPRAISAL

The key principles of the assessment process are to:

1. Highlight achievements and areas of excellence
2. Promote regular feedback
3. Supply and demonstrate evidence of progression linked to the Curriculum
4. Identify dentists who may need additional help

ASSESSMENT FORMS
The assessment framework for DFT uses five assessment tools as follows:

**Early Stage Peer Review (ESPR)** Informal assessment during the first month of DFT only.

**“ADEPT” (D-EPs)** The ADEPT (A Dental Evaluation of Performance Tool) method involves direct observation of performance, followed by one to one feedback. D-EPs are to be carried out on a monthly basis throughout DFT (using tutorial time in GDS posts).

**Dental Case-Based Discussion (DCbD)** involves the FD presenting a case to the evaluator, which is then judged across several broad criteria, prior to one to one feedback being given. DCbDs are to be carried out on a monthly basis throughout DFT (using tutorial time in GDS posts).

**Patient Assessment Questionnaire (PAQ)**
To be carried out once only during GDS posts.

**Multi-Source Feedback** To be carried out once during each HDS/SDS post. Either the TAB (Team Assessment of Behaviour) or MiniPAT (Mini Peer Assessment Tool) can be used.

TEACHING AND EDUCATION
All dental foundation trainees must have ‘in-house’ formal education away from patients as part of their working week, which should be relevant to the Dental Foundation Programme Curriculum. This may be weekly or aggregated to whole/half days. Please contact your Educational Supervisor for information on Departmental teaching sessions.

**Deanery DF2 Study Days**
Every month there is a DF2 Study Day which is mandatory for all DF2s to attend. The programme for the year is busier at the beginning of the year. DF2s must have their portfolios up to date at each session for review by the TPD. A record of attendance will be kept for these teaching sessions and verifiable CPD certificates issued.
## DF2 STUDY DAYS – 2012/2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>Thursday 2nd August 2012</td>
<td>Dentist on the Ward – Part I</td>
</tr>
<tr>
<td>Friday 3rd August 2012</td>
<td>Dentist on the Ward – Part 2</td>
</tr>
<tr>
<td>Thursday 13th September 2012</td>
<td>OMFS Trauma Day – Northampton Hospital</td>
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<tr>
<td>Thursday 4th October 2012</td>
<td>Preparing for MJDF</td>
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<tr>
<td>Monday 15th October 2012</td>
<td>ALERT Course</td>
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<tr>
<td>Thursday 8th November 2012</td>
<td>Joint DF1 and DF2 Careers Workshop</td>
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<tr>
<td>Monday 21st January 2013</td>
<td>Management of the Developing Dentition &amp; Interactive Orthodontics</td>
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<tr>
<td>Tuesday 12 February 2013</td>
<td>Restorative Day</td>
</tr>
<tr>
<td>Wednesday 13 March 2013</td>
<td>Critical Appraisal of Literature and Tips on Presenting</td>
</tr>
<tr>
<td>Friday 19 April 2013</td>
<td>Facial Pain &amp; TMD</td>
</tr>
<tr>
<td>Tuesday 14 May 2013</td>
<td>Oral Medicine</td>
</tr>
<tr>
<td>Wednesday 12 June 2013</td>
<td>Introduction to Implants</td>
</tr>
<tr>
<td>Thursday 11 July 2013</td>
<td>Exit Interviews (TBC) Appraisal and Sign-Off</td>
</tr>
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Please note: All of these study days/courses will be held at the John Radcliffe Hospital, except for the OMFS Trauma day on the 13th of September which is being held at the Northampton General Hospital.

Please see the following links for parking information at each venue:

### John Radcliffe Hospital

### Northampton General Hospital
How to find us: [http://www.northamptongeneral.nhs.uk/ForPatientsVisitors/Visitors/Find.aspx](http://www.northamptongeneral.nhs.uk/ForPatientsVisitors/Visitors/Find.aspx)
Car Parking: [http://www.northamptongeneral.nhs.uk/ForPatientsVisitors/Visitors/Car.aspx](http://www.northamptongeneral.nhs.uk/ForPatientsVisitors/Visitors/Car.aspx)

Please note that parking may be limited at some venues.
OTHER TEACHING AND EDUCATION

1. The Oxford Deanery Dental School runs many courses for practising dentists. www.oxforddeanery.nhs.uk/dental_school_home.aspx

2. www.gdc-uk.org has information on continuing professional development requirements.

3. Smile On offers online “webinars” with various dental topics and has a large selection of e-learning programmes. www.healthcare-learning.com

4. www.websurg.com is a virtual surgical university, accessible from anywhere in the world through the Internet. Its goal is to provide the surgical community, scientific societies, medical teaching centres and industries online training in surgery, information on the latest surgical breakthroughs and the possibility to chat with surgeons and experts from all over the world.

STUDY LEAVE

At least 12 days per year of your study leave should be used to support the key learning objectives of the Dental Foundation Programme by attending the Deanery Study Days.

Contact your local Post Graduate Education Centre for information on the Study Leave allocation and how to apply for study leave for other courses.

The Oxford Deanery Study leave policy is available on the Deanery website by going to the ‘About Oxford Deanery’ page and then to ‘Medical and Dental Policies’ http://www.oxforddeanery.nhs.uk/about_oxford_deanery/medical_policies__procedures.aspx

EDUCATIONAL APPROVAL OF PROGRAMMES

The Postgraduate Dental Dean is responsible for approving training programmes and will periodically inspect the posts and programmes and may wish to talk to you about your experiences. Attendance at these inspections is mandatory and you will be informed in advance of the date of any inspection. Additionally, you will be expected to take part in an exit interview with the Postgraduate Dental Dean or Associate and to complete a short questionnaire survey about your training experience.
CAREERS ADVICE AND PLANNING

Careers Workshops

A joint DF1 and DF2 Career Workshop will be taking place on Thursday 8 November 2012 at the monthly Deanery study day. Topics covered at the workshop include:

How does recruitment work and what can you do to demonstrate commitment to specialty? There will be lots of practical guidance on compiling your CV, completing application forms, building an effective portfolio and preparing for interviews. Plus up to date information on changes in dental education.

DELIVERING CAREERS ADVICE

The following are organisations that offer or have careers advice:

1. NHS Careers www.nhscareers.nhs.uk
2. British Dental Association www.bda.org
3. Committee of Post Graduate Deans and Directors www.copdend.org.uk
4. General Dental Council www.gdc-uk.org
5. Oxford Deanery Career Development Unit www.oxforddeanerycdu.org.uk
6. The Royal College of Surgeons of England www.rcseng.ac.uk/career

WEBSITES with FURTHER INFORMATION

1. Faculty of General Dental Practice, www.fgdp.org.uk
2. British Society for Oral Medicine, www.bsom.org.uk
5. Oral Pathology, www.oralpath.com
6. OMFS, www.omfs.co.uk
7. Paediatric dentistry, www.bspd.co.uk
9. Special Care Dentistry, wwwbsdh.org.uk
SHOULD THINGS GO WRONG

If you do have concerns about your training, it is important that you contact either your Educational Supervisor or Clinical Supervisor immediately. This should normally be done in a formal setting. If you are still not happy after having spoken to your Educational Supervisor or Clinical Supervisor please contact the Foundation Training Programme Director, Miss Mary McKnight. If things cannot be resolved at this level, and you are still having problems you should contact the Trust Director of Medical Education or the Deanery for advice.

There are also external organisations which deal with dentists in personal trouble.

1. BRITISH DENTAL ASSOCIATION
   The BDA is the professional association and trade union for dentists in the United Kingdom. Its mission is to promote the interests of its members, advance the science, arts and ethics of dentistry, and improve the nation’s oral health. It also offers help with individual problems including representation at a national or international level in contractual disputes with employers and with NHS Trusts and guidance on employment law, health and safety and ethics.
   www.bda.org.uk

2. DENTAL PROTECTION LIMITED
   www.dentalprotection.org/uk/

3. DENTAL DEFENCE UNION
   www.the-ddu.com

4. MEDICAL AND DENTAL DEFENCE UNION OF SCOTLAND
   www.mddus.com

5. CAREER DEVELOPMENT UNIT (CDU)
   The CDU at the Oxford Deanery provides a comprehensive career development service for all doctors that includes: a career management and information service, help for individual doctors at any stage in their career, an advisory service for trainers, employers and other agencies with responsibility for governance, which needs to support the development of a doctor/dentist.
   Referral is via the Deanery only. Please ask your TPD if you need this.

6. MEDIC SUPPORT
   Medic Support is a confidential service specifically for doctors and dentists training in Oxfordshire, Berkshire and Buckinghamshire, offering psychotherapy and psychology. It is provided by Oxfordshire and Buckinghamshire Mental Healthcare Trust and funded by the Oxford Deanery. The service is flexible, offering a rapid response and a choice of therapeutic treatment at an accessible city centre setting.
   You can refer yourself or you can be referred by a colleague, such as an educational supervisor or occupational health physician.
The service operates on the basis of strict confidentiality. Medic Support does not provide any reports to tutors, employing authorities or referrers without your agreement unless there are exceptional and life-threatening circumstances. Any concerns about confidentiality can be discussed at the assessment meeting.

You can contact Medic Support by phone or email:
1  June Dent, Consultant Clinical Psychologist  
   Tel: 01865 223924  
   June.Dent@obmh.nhs.uk

2  Philip Roys, Consultant Adult Psychotherapist  
   Tel: 01865 556648  
   Philip.Roys@obmh.nhs.uk

7. **NARCOTICS ANONYMOUS**  
   Tel: 0300 900 1212  
   www.ukna.org

8. **ALCOHOLICS ANONYMOUS**  
   www.alcoholics-anonymous.org.uk

9. **DEFEAT DEPRESSION LEAFLET - Royal College of Psychiatrists**  
   Available from the John Radcliffe Hospital Postgraduate Centre’s leaflet/information stands or from the Royal College of Psychiatrists at www.rcpsych.ac.uk

10. **GENERAL DENTAL COUNCIL**  
    The GDC regulates dental professionals in the United Kingdom.  
    www.gdc-uk.org

14. **OCCUPATIONAL HEALTH**  
    Contact the Occupational Health Department in your Trust.

15. **THE SAMARITANS**  
    Tel: 08457 909090 (UK)  
    jo@samaritans.org  
    www.samaritans.org.uk

16. **DENTAL HEALTH SUPPORT PROGRAMME**  
    http://www.cgdp.org/dhsp.html
STORAGE OF INFORMATION

The Deanery and Postgraduate Centres will keep information about your training and education in the Dental Foundation Programme for 5 years after the date of completion of the programme. After this time all information will be destroyed.

DISCLAIMER

The advice and information contained in this handbook is offered to assist you with your training and is given in good faith. As many of the official Dental Foundation Programme documents are working documents, there may be amendments or changes to the Dental Foundation Programme which the Postgraduate Centres and all individuals involved with the Programme are unable to predict at the time of publication of this handbook. Dentists must check with the Postgraduate Centres or other individuals involved with the Dental Foundation Programme to ensure they have the latest information and advice.