Dental Education & Training 2015

Developing dental professionals across the Thames Valley and Wessex region

NHS
Health Education Thames Valley

NHS
Health Education Wessex
Welcome to the Thames Valley and Wessex Dental Education and Training Prospectus for 2015

Contents

Welcome from Helen Falcon, Postgraduate Dental Dean 4
What we do 5
Our offices 5
Dental Senior Management Team 6
Programme Support Team 6
Organisation chart 7
COPDEND 8
Dental Foundation Training 9
Dental Core and Specialty Training 11
Dental Core Training 12
Dental Specialty Training 14
Dental Care Professionals Training 18
Therapist Foundation Training 18
Dental Nurse Training 19
Dental Nurse Training Providers 19
Dental Nurse Apprenticeship Training Programme 21
Supporting Dental Educators 22
Supporting Practitioners 23
GDP Appraisal Pilot Schemes 23
Introduction to NHS Courses 24
Returning to Practice? 25
Foundation Training by Equivalence 26
Coach-Mentors 27
Continuing Professional Development 28
Blended and e-learning 30
Regulatory Requirements for the Dental Team 32
Continuing Professional Development Tutors 33
GDC Recommended Core Courses 34
How to book on dental CPD courses 40
How to register for our dental CPD courses 41
Group bookings 43
Your CPD records and certificates are now stored online 42
Frequently asked questions 43

www.oxforddeanery.nhs.uk/dental_school.aspx
I hope you find this booklet useful. It contains up to date information about GDC requirements, contact details and general advice about education and training for the entire dental team.

Perhaps you are thinking of becoming a trainer for a newly registered dentist or dental therapist? Are you looking for an approved course to qualify as a dental nurse? What help is there for a dentist new to working in the NHS?

All our education and training programmes are sponsored by the NHS via Health Education England and are designed to help the dental workforce keep up to date, develop additional skills and deliver the best possible care for patients. We have also included some information about other course providers and links to websites where you can get more help.

Our part time local Tutors, Regional Advisers, Training Programme Directors and Associate Deans are available to offer expert help and advice; and a member of our administration team is just an e mail or phone call away. They all work extremely hard on your behalf so that we can continue to offer high quality, value for money educational courses that are close to where you live and work.

Please check our website for the latest information as we are adding new courses throughout the year, and register on our courses website to receive regular updates.

Best wishes,

Helen Falcon

Welcome

Our offices

The Thames Valley and Wessex Postgraduate Dental Education School has staff based at two offices.

Health Education Thames Valley

Thames Valley House

4630 Kingsgate

Oxford Business Park South

OX4 2SU

and at:

Health Education Wessex

Southern House

Otterbourne

Winchester

SO21 2RU

What we do

We are committed to delivering high quality evidence informed dental education and training. We aim to help GDC registrants to meet their individual educational needs, develop their skills and maintain high standards in order to provide the best possible care for patients.

We provide:

- Dental foundation training
- Dental core training
- Dental specialty training
- Foundation training by equivalence
- Therapist foundation training
- Dental nurse training
- Continuing professional development courses
- Introduction to the NHS courses
- Support for practitioners
- Support for educators and trainers
UK graduates must complete a year of Dental Foundation Training leading to the award of a Dental Foundation Training Certificate to be able to fully join the NHS Performer List. Dental Foundation Training comprises a year working in a training practice approved by the Postgraduate Dental Dean to introduce the trainee to the fundamental skills necessary to practise dentistry within the NHS. There is also a weekly study day during term time, which takes place at a local postgraduate centre to help consolidate new skills.

The aims and objectives are to enhance clinical and administrative competence and promote high standards, and include the following:

- To enable the dental practitioner to practise and improve their skills;
- To introduce the dental practitioner to all aspects of dental practice in primary care;
- To identify the dental practitioner’s personal strengths and weaknesses, and balance them through a planned programme of training;
- To promote oral health of, and quality dental care for, patients;
- To develop and implement peer and self-review, and promote awareness of the need for professional education, training and audit as a continuing process.

Recruitment for trainees takes place nationally and happens each autumn. The 2015 process has already closed and application details for September 2016 programmes will be published on the COPDEND website (www.copdend.org) during 2015.

Trainers are critical to the success of the programme, and are trained and experienced dental practitioners who can offer a surgery in their practice, have time available and want to support a newly qualified dentist. We offer an introductory course for prospective trainers in June and July each year (the Developing Dental Educators course) and normally recruit trainers in October and November to start the following September. Trainers are encouraged to undertake further education to improve their skills as educators and there is plenty of support provided throughout the year.

Please look on our website or contact your local Dental Foundation Training Programme Director for more information about what to do if you want to be a trainer.
Our Dental Foundation Training Schemes

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Training Programme Director</th>
<th>Foundation Dentists’ Study Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkshire</td>
<td>Rajam Syal</td>
<td>Thursdays – weekly during term time</td>
</tr>
<tr>
<td></td>
<td>Scheme Administrator - Rupal Patel</td>
<td>John Lister Postgraduate Centre</td>
</tr>
<tr>
<td></td>
<td>Tel 01753 634383 Email: <a href="mailto:rupal.patel@hwph-tr.nhs.uk">rupal.patel@hwph-tr.nhs.uk</a></td>
<td>Wexham Park Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Slough</td>
</tr>
<tr>
<td>Buckinghamshire</td>
<td>Cathie Brady</td>
<td>Thursdays – weekly during term time</td>
</tr>
<tr>
<td></td>
<td>Scheme Administrator – Maureen Hempenstall</td>
<td>Postgraduate Centre</td>
</tr>
<tr>
<td></td>
<td>Tel 01908 826867 Email: <a href="mailto:maureen.hempenstall@mkhospital.nhs.uk">maureen.hempenstall@mkhospital.nhs.uk</a></td>
<td>Milton Keynes General Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Oxfordshire</td>
<td>Steve Brookes</td>
<td>Thursdays – weekly during term time</td>
</tr>
<tr>
<td></td>
<td>Scheme Administrator – to be confirmed. In the meantime, please contact George Fahey</td>
<td>George Pickering Postgraduate Centre</td>
</tr>
<tr>
<td></td>
<td>Tel 01865 785514 Email: <a href="mailto:george.fahey@thamesvalley.hee.nhs.uk">george.fahey@thamesvalley.hee.nhs.uk</a></td>
<td>John Radcliffe Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oxford</td>
</tr>
<tr>
<td>Portsmouth</td>
<td>James Kington</td>
<td>Thursdays – weekly during term time</td>
</tr>
<tr>
<td></td>
<td>Scheme Administrator – Margaret McNamara</td>
<td>Postgraduate Centre</td>
</tr>
<tr>
<td></td>
<td>Tel 02392 286000 x 6180 Email: <a href="mailto:margaret.mcnamara@porthosp.nhs.uk">margaret.mcnamara@porthosp.nhs.uk</a></td>
<td>Queen Alexandra Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portsmouth</td>
</tr>
<tr>
<td>Winchester</td>
<td>Nick Priest</td>
<td>Thursdays – weekly during term time</td>
</tr>
<tr>
<td></td>
<td>Scheme Administrator – Hollie Dalton</td>
<td>Education Centre</td>
</tr>
<tr>
<td></td>
<td>Tel 01962 718439 Email: <a href="mailto:hollie.dalton@wessex.hee.nhs.uk">hollie.dalton@wessex.hee.nhs.uk</a></td>
<td>Royal Hampshire County Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winchester</td>
</tr>
</tbody>
</table>
|              |                             | For more information about Dental Foundation Training please visit: www.oxforddeanery.nhs.uk/dental_school/dental_foundation_training/df1.aspx or contact George Fahey, Dental Foundation Programme Manager Tel. 01865 785514 Email: George.fahey@thamesvalley.hee.nhs.uk

For more information about Dental Foundation Training please visit: www.oxforddeanery.nhs.uk/dental_school/dental_foundation_training/df1.aspx or contact George Fahey, Dental Foundation Programme Manager Tel. 01865 785514 Email: George.fahey@thamesvalley.hee.nhs.uk

Dental Core and Specialty Training

GDC Registration | NHS Performer | SAS/Trust Dentist | GDC Specialist List

DFT DCT1 DCT2 DCT3 ST1 ST2 ST3 ST4 ST5

FY2 CT1 CT2 CT3 ST1 ST2 ST3 ST4 ST5

Medicine

GMC Registration | GMC Specialist List

www.oxforddeanery.nhs.uk/dental_school.aspx

www.oxforddeanery.nhs.uk/dental_school.aspx
Dental Core Training posts that follow on from completion of dental foundation training are now called ‘Dental Core Training Posts’ (DCT).

The terms “Dental Foundation Year 2”, “Dental SHO” and “Dental Career Development Post” have been phased out. DCT Posts are approved by Postgraduate Dental Deans for a maximum of one year, and are available in Hospital Trusts, Dental Schools, Salaried Primary Care Dental Services and General Dental Practice. As now, the majority of these posts (DCT Year 1) will be designed to follow on directly from completion of Dental Foundation Training and a smaller number of more senior posts (DCT2 and DCT3) will allow dentists to acquire additional skills in particular specialty areas; often as preparation for applying to join specialty training programmes, or to support recognition as an enhanced practitioner.

Training currently takes place within Health Education Thames Valley and Wessex in hospitals and the salaried primary care dental services. Posts in general dental practice have been introduced this year as a pilot project.

Trainees are employed and supervised by clinical supervisors, have allocated educational supervisors to support them and make arrangements for weekly teaching sessions in the workplace. They are expected to attend monthly study days and are encouraged to complete either the MDF or MFDS examination. There is a study leave allowance and protected time for teaching and learning throughout the year.

For more information, please contact George Fahey on 01865 785514 or email george.fahey@thamesvalley.hee.nhs.uk

Posts commence on 1st September and will be advertised in early 2015. There is open national competition to posts. Applications are on-line and applicants are asked to rank all preferred training posts. Those who are eligible and short listed will be invited to a central venue in London for interviews and assessments; and will be ranked according to their assessment centre score.

For more information contact

Thames Valley Contact
George Fahey
Tel: 01865 785514
Email: george.fahey@thamesvalley.hee.nhs.uk

Wessex Contact
Hollie Dalton
Tel: 01962 718439
Email: hollie.dalton@wessex.hee.nhs.uk

Or look on our website www.oxforddeanery.nhs.uk or www.wessexdeanery.nhs.uk

Our Dental Core Training Schemes

<table>
<thead>
<tr>
<th>Training Programme Director</th>
<th>Scheme</th>
<th>Training Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Bennett</td>
<td>Dental Core Training</td>
<td>Programme is for 12 months, based in hospital (Trusts/bases may vary each year) with study days approximately once a month</td>
</tr>
<tr>
<td><a href="mailto:karen.bennett@wessex.hee.nhs.uk">karen.bennett@wessex.hee.nhs.uk</a></td>
<td>Secondary Care</td>
<td></td>
</tr>
<tr>
<td>Administrator – Hollie Dalton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tel. 01962 718439</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pam Kaur</td>
<td>Dental Core Training</td>
<td>Programme is for 12 months, based in the salaried dental service and new for 2014 also in general dental practice (Trusts/bases may vary each year) with study days approximately once a month</td>
</tr>
<tr>
<td>Email: <a href="mailto:pam.kaur@thamesvalley.hee.nhs.uk">pam.kaur@thamesvalley.hee.nhs.uk</a></td>
<td>Primary Care</td>
<td></td>
</tr>
<tr>
<td>Tel. 01865 785512</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dental Specialty Training

The GDC has thirteen specialist lists. These are:

- Dental and Maxillofacial Radiology
- Dental Public Health
- Endodontics
- Oral and Maxillofacial Pathology
- Oral Medicine
- Oral Microbiology
- Oral Surgery
- Orthodontics
- Paediatric Dentistry
- Periodontics
- Prosthodontics
- Restorative
- Special Care Dentistry

There are around 4,000 dental specialists in the UK and dentists can only use the title ‘specialist’ if they are on a GDC specialist list.

To join a GDC specialist list, dentists must normally complete a specialty training programme approved by the Postgraduate Dental Dean which lasts between 3 – 5 years, depending on the specialty, and leads to a Certificate of Completion of Specialist Training (CCST).

The GDC approves and publishes specialty training curricula and their website provides comprehensive information:

http://www.gdc-uk.org/Dentalprofessionals/Specialistlist/Pages/default.aspx

Health Education Thames Valley and Wessex provide specialty training programmes in Dental Public Health, Oral Surgery, Orthodontics and Special Care Dentistry.

All training posts are advertised nationally on our website and in the national dental media. Some programmes, such as orthodontics, are recruited to nationally and some regionally by Health Education Thames Valley and Wessex. All programmes may be undertaken on either a full or part time basis, although the majority of trainees are full time.

For all programmes there is supervision and support from expert trainers, together with weekly meetings with the trainer and regular appraisals and reviews with the educational supervisor. An annual review of competence progression (ARCP) is held and completion of training is dependent on both satisfactory progress during the programme and passing the Royal College exit examination.

Dental Public Health

Training Programme Director – To be confirmed

Please contact the Dean, Helen Falcon

helen.falcon@thamesvalley.hee.nhs.uk

There is one dental public health trainee who is currently based in Oxfordshire in NHS England’s Thames Valley Area Team.

Dental Public Health is a four-year training programme including compulsory completion of a Masters degree in Public Health (or three years if the trainee joins the programme with a relevant qualification.)

Due to the small numbers of trainees and trainers the Specialty Registrar can expect to work across large geographical areas to ensure they can acquire all their competencies. The programme involves working across a number of public organisations e.g. Public Health England, NHS England, Local Authorities, and the Department of Health.

Training is structured around individual needs, matching project work to the curriculum. Examples of projects include: completing a needs assessment, healthcare redesign, dealing with a serious incident and organising oral health promotion initiatives.

Oral Surgery

Training Programme Director – Helen Spencer

helen.spencer@porthosp.nhs.uk

The regional Oral Surgery specialty training programme currently has one training post and this is based at the Queen Alexandra Hospital in Portsmouth.

The programme is three years long and is based in a large unit with a long history of training in dental specialties. Training is provided through teaching clinics, multidisciplinary clinics and operating lists, led by consultants in Orthodontics and Restorative Dentistry in addition to those in Oral Surgery and Oral & Maxillofacial Surgery. Specialty trainees can teach visiting undergraduates, as well as dental foundation and core trainees. There is a regular monthly journal club, and the unit has a nationally recognised record of publications in dental and medical journals.

The trainee also completes the University of Surrey’s MSc in Healthcare Management that equips the trainee with additional skills to underpin the future developments in delivery of oral surgery.
Orthodontics
Training Programme Director – Mary McKnight
marymcknight@nhs.net

Orthodontics is the largest UK specialty and specialty training is a three year programme leading to the award of a CCST and eligibility to join the GDC Specialist List. It is a requirement to pass the Royal College Membership in Orthodontics examination; and a university Masters level programme in orthodontics is also completed as part of training.

A further two year period of training post CCST is recommended for those wishing to apply to NKC Consultant posts. The curriculum builds on the specialty programme, with a greater focus on multidisciplinary cases and patients with greater complexity.

In order to complete the post CCST programme, trainees must pass the Royal College ISFE examination.

Entry to training is highly competitive and recruitment is now centralised. National applications for 2015 will open early in March and interviews will be held in May.

Training involves supervised clinical sessions as well as attending consultant clinics and regular teaching both at base and in university departments. The academic programme includes a research project and dissertation.

There are six orthodontics training posts in Health Education Thames Valley and Wessex and all have a weekly part time attachment to a dental teaching hospital, in either London or Bristol.

Posts are based at John Radcliffe Hospital, Oxford; Stoke Mandeville Hospital, Aylesbury; Wexham Park Hospital, Slough and Queen Alexandra Hospital, Portsmouth.

Special Care Dentistry
Training Programme Director – Mark Taylor
mark.taylor@oxfordhealth.nhs.uk

The formal definition of Special Care Dentistry is:

‘The improvement of oral health of individuals and groups in society, who have a physical, sensory, intellectual, mental, medical, emotional or social impairment or disability or, more often, a combination of a number of these factors’.

In practical terms this means the planning and provision of dental care for those who have medical, physical or mental health problems or learning disabilities which mean that delivering dental care in general dental practice can be difficult or even impossible.

The nature of the Special Care Dentist’s work includes a good deal of liaison with other health care professionals both in hospitals and the community.

In Thames Valley and Wessex there are currently two established three-year training programmes in Special Care Dentistry hosted by the salaried/community dental services in Oxfordshire and Berkshire with a third post under development in Hampshire. This provides the trainee with experience of a wide range of patients with disabilities or impairments which impact on their ability to receive dental care and includes treatment with sedation and general anaesthesia.

The training in both posts combines practical training alongside experienced specialists in Special Care Dentistry, with part-time academic training provided through Kings College London for two years of the programme, which also results in the award of an MSc from the University of London.

The exit examination for the specialty is a tri-collegiate membership in Special Care Dentistry, which is taken in the third year.

On successful completion of the training programme trainees usually move either into specialist or consultant roles, predominately in the salaried and community dental services or within hospital dentistry.

For general enquiries about specialty training, contact Helen Scragg
01865 785516
Email: helen.scragg@thamesvalley.hee.nhs.uk
David Slattery
Chair of Dental Specialties Training Committee
Email: david.slattery@hwph-tr.nhs.uk

www.oxforddeanery.nhs.uk/dental_school.aspx
www.soht.nhs.uk/education/dental_school.aspx

Dental Education & Training
16 Dental Education & Training
Dental Education & Training
17
Therapist Foundation Training

Health Education Thames Valley and Wessex Dental Therapist Foundation Training Scheme (FT) is designed for newly qualified therapists and aims to provide the initial training and education for a general dental practice environment. Emphasis is placed on continuing professional development throughout the course. The therapist trainee is encouraged to develop and expand the clinical and personal skills learned at undergraduate level.

The scheme covers Berkshire, Buckinghamshire, Oxfordshire, Milton Keynes, Hampshire and the Isle of Wight.

The programme, which has a maximum of 12 places lasts for an academic year, commences in September and is open to recently qualified therapists. Therapists are employed within training practices, with a Deanery approved trainer and attend the day-release educational programme which is organised by Health Education Thames Valley and Wessex Dental School.

Trainers and training practices are recruited at the same time as dental foundation training and are expected to meet similar standards.

Dental Nurse Training

Dental Nurses must either be registered with the GDC or be in training. Detailed guidance for employers is available on the GDC website.

Approved Training providers for Dental Nurse Training Providers in Thames Valley and Wessex - Diploma Courses

Berkshire

Dental Nurse Training? Solutions! - Bracknell
Ranelagh School
Mrs Joan Hatchard
01344 303466
dn_training@btinternet.com

AIB College - Reading
Mr K Bhatta
0118 956 9111
dental@abicollege.org.uk

Cavity Dental Training Ltd – Reading
Ms Megan Waldron
0118 926 1533
info@cavitydentalstaff.co.uk

Buckinghamshire

Amersham & Wycombe College
Ms Rose Ibbom
07908 460637
Ribom@amersham.ac.uk

Academy of Dental Excellence
Dr Tracey Jarrett
07956 426037
tracey.jarrett@btinternet.com

Dental Nurse Development
Ms Gail Purves
01284 471451
Gail.purves@dentalnursedevelopment.co.uk

Contact details:
Kira Stearns
Training Programme Director
Tel 01865 785511
Email: kira.stearns@thamesvalley.hee.nhs.uk
Eastleigh College Dental Nurse Apprenticeship Training Programme (DNATP)
In partnership with Health Education Thames Valley and Wessex
Health Education Thames Valley, Health Education Wessex and Eastleigh College are partners in providing a Diploma in Dental Nursing level 3 programme, which allows dental nurses, once qualified, to register with the General Dental Council (GDC). The two year programme is supported by the National Apprenticeship Service and is a full Modern Apprenticeship programme.
For further information, please telephone 023 8091 1299 or visit www.eastleigh.ac.uk

The University of Portsmouth Dental Academy - Dental Nurse Training
The University of Portsmouth Dental Academy provides a higher education certificate in dental nurse training that is recognised by the GDC. For more details, please visit: www.port.ac.uk/dental-academy or telephone Admissions on 023 9284 5550

For more information, please contact
Helen Scragg
Email: Helen.scragg@thamesvalley.hee.nhs.uk
Tel: 01865 785516

Hampshire and the Isle of Wight
Cavity Dental Training Ltd - Basingstoke
Ms Megan Waldron
01189 926 1533
info@cavitydentalstaff.co.uk

Wessex Dental Nurse Training Limited - Portsmouth
Ms Leanne Covey
02392 716409
lanniec@sky.com

Dental Arch Nurse Training – Winchester
Dr Jyothi Chintamani
07875 716123
info@dentalarch.co.uk

Harriet Ellis Training & Recruitment Group Ltd - Portsmouth
Mr Hadley Silver
01708 716050
hadley@harrietellis.com

Oxfordshire
Best Dental Training – Oxfordshire
Ms Nancy Girgis
07770 257917
nancyfarid@ymail.com

Cavity Dental Training Ltd - Oxford
Ms Megan Waldron
01189 926 1533
info@cavitydentalstaff.co.uk

Please contact the training providers directly for details of next intake dates and entry requirements.
Distance and e learning courses are also available and for details of these and course providers in neighbouring areas, please refer to NEBDN Website www.nebdn.org.
Dental Nursing courses (diploma level 3) are also provided by City & Guilds.
For more information, please visit www.cityandguilds.com.
Supporting Dental Educators

Learning how to teach and train

Many dentists and DCPs are educators, either in every day practice supervising and supporting members of the team, or as trainers and teachers on formal educational programmes.

Standards for Dental Educators have been published by COPDEND that describe the areas of knowledge and skills that dental educators need.


Deanery dental educators include Tutors, Trainers, Educational and Clinical Supervisors and Training Programme Directors. Health Education Thames Valley provides short courses for those wishing to be recognised as Trainers and also run a Postgraduate Certificate in Clinical Education programme that is awarded by Oxford Brookes University, for those who wish to make education a significant part of their career.

The Postgraduate Certificate in Clinical Education Course is a year-long programme with ten days of formal teaching delivered in three residential modules. Places are limited and priority is given to those with a proven commitment to teaching and training.

Developing Dental Educators is a four-day course that runs each June and is a preparatory course for those wishing to be approved as dental foundation, core and therapist foundation trainers and is also suitable for those with a more general interest in training and teaching.

For more details look at our website www.oxforddeanery.nhs.uk/dental_school_home/educator_support.aspx

Supporting Practitioners

GDP Appraisal Pilot Schemes

Wessex

Health Education Wessex manages the Dental Appraisal Scheme for Southampton, Hampshire, the Isle of Wight (IOW) and Portsmouth. This funded scheme is for General Dental Practitioners (GDPs) included on the National Performers List and working in practices across Hampshire and the IOW.

The appraisal scheme has been a real success since it started in 2011, when it was led by NHS Hampshire (The PCT). Feedback received from both appraisers and appraisees has been very positive overall. Over 160 dentists have already taken part in the pilot schemes, telling us they found the process to be a constructive and positive experience. In particular, individuals being appraised appreciated the structured opportunity to reflect about all areas of their work, recognising appraisal as a valuable tool in the process of professional development. In addition, effective appraisals can clarify appropriate standards of behaviour and care and inform an individual’s Personal Development Plan (PDP).

The appraisal process seeks to fully support practitioners in achieving career goals and preparing them for eventual GDC revalidation. It fits well within the concept of “Lifelong Learning” and is vital in developing a clinical governance culture to ensure high standards and best outcomes for patients.

For more information about the Wessex scheme contact:
Kim Jones, Regional Adviser Continuing Registration and Appraisal Lead – Wessex
Email: kim.jones@wessex.hee.nhs.uk
Tel. 01962 718436 (Lauren Kirk)

Thames Valley

We are now running an identical pilot scheme for GDPs working across Thames Valley.

27 GDPs have now been appointed as appraisers and we are currently recruiting volunteer appraisees within the area.

For information about the Thames Valley scheme contact:
Roz Tritton, Appraisal Lead - Thames Valley
Email: roz.tritton@thamesvalley.hee.nhs.uk
Karen Brogan, Dental Programme and Office Support Officer - Thames Valley
Email: karen.brogan@thamesvalley.hee.nhs.uk
Tel. 01865 785515

GDP Practitioners preparing for appraisal will typically be asked to provide:
  • A reflective commentary about their practising life
  • Critical reflection about their continuing development needs
  • Information about short, medium and long term goals including ways of meeting them.

This is part of producing a meaningful PDP.

For more information about the Wessex scheme contact:
Kim Jones, Regional Adviser Continuing Registration and Appraisal Lead – Wessex
Email: kim.jones@wessex.hee.nhs.uk
Tel. 01962 718436 (Lauren Kirk)

Thames Valley

We are now running an identical pilot scheme for GDPs working across Thames Valley.

27 GDPs have now been appointed as appraisers and we are currently recruiting volunteer appraisees within the area.

For information about the Thames Valley scheme contact:
Roz Tritton, Appraisal Lead - Thames Valley
Email: roz.tritton@thamesvalley.hee.nhs.uk
Karen Brogan, Dental Programme and Office Support Officer - Thames Valley
Email: karen.brogan@thamesvalley.hee.nhs.uk
Tel. 01865 785515

Supporting Practitioners

GDP Appraisal Pilot Schemes

Wessex

Health Education Wessex manages the Dental Appraisal Scheme for Southampton, Hampshire, the Isle of Wight (IOW) and Portsmouth. This funded scheme is for General Dental Practitioners (GDPs) included on the National Performers List and working in practices across Hampshire and the IOW.

The appraisal scheme has been a real success since it started in 2011, when it was led by NHS Hampshire (The PCT). Feedback received from both appraisers and appraisees has been very positive overall. Over 160 dentists have already taken part in the pilot schemes, telling us they found the process to be a constructive and positive experience. In particular, individuals being appraised appreciated the structured opportunity to reflect about all areas of their work, recognising appraisal as a valuable tool in the process of professional development. In addition, effective appraisals can clarify appropriate standards of behaviour and care and inform an individual’s Personal Development Plan (PDP).

The appraisal process seeks to fully support practitioners in achieving career goals and preparing them for eventual GDC revalidation. It fits well within the concept of “Lifelong Learning” and is vital in developing a clinical governance culture to ensure high standards and best outcomes for patients.

For more information about the Wessex scheme contact:
Kim Jones, Regional Adviser Continuing Registration and Appraisal Lead – Wessex
Email: kim.jones@wessex.hee.nhs.uk
Tel. 01962 718436 (Lauren Kirk)

Thames Valley

We are now running an identical pilot scheme for GDPs working across Thames Valley.

27 GDPs have now been appointed as appraisers and we are currently recruiting volunteer appraisees within the area.

For information about the Thames Valley scheme contact:
Roz Tritton, Appraisal Lead - Thames Valley
Email: roz.tritton@thamesvalley.hee.nhs.uk
Karen Brogan, Dental Programme and Office Support Officer - Thames Valley
Email: karen.brogan@thamesvalley.hee.nhs.uk
Tel. 01865 785515
Returning to Practice?

If you have been away from clinical practice for some time, you may find it daunting to think of returning, and may not be sure how to start. You are not alone in feeling like this.

Most people find that their confidence and clinical skills return quickly with appropriate training and a supportive practice environment.

We have a dedicated tutor, Nicola Spillane, who can support you both whilst on a career break and as you return. Please contact her at nicola.spillane@thamesvalley.hee.nhs.uk, or via Health Education Thames Valley Dental Office on 01865 785513.

Ideally you'll have planned your break in advance, but if not, here are some tips, and there's more detailed information on the Dental School website's “Returning to Practice” page. www.oxforddeanery.nhs.uk/dental_school_home/returning_to_practice.aspx

Where do I start?

Have a Personal Development Plan (PDP) This will guide through your career break and help you to make a successful return to practice. The Deanery has a useful template available online.

Not registered?

It's essential that you contact the General Dental Council (GDC) for information on your individual requirements for getting back on the register: www.gdc-uk.org

Registered?

Fulfilling the GDC's mandatory CPD requirements is obligatory for continued registration. Check the current requirements online to ensure that you're up to date. Remember you need to keep certificates and aims, objectives and learning outcomes for up to 10 years from the start of your CPD cycle. If you're a member of the British Dental Association you can get help with CVs, contracts, and a wealth of advice sheets (www.bda.org).

Working in the NHS?

You will need to join the NHS Performers List (www.performer.england.nhs.uk)

Introduction to NHS Courses

Introduction to NHS Courses are available as individual days or as a programme of 10 day long courses run over three months, commencing in January, April and October each year. These courses are designed primarily for dentists who have graduated outside the UK and who haven’t worked in NHS Primary Care for some time. This includes:

- Dentists who are working towards Foundation Training by Equivalence
- EU dentists who have been referred by their Area Team
- Dentists who have not practised in NHS primary care recently
- Dentists who need targeted training as advised by the GDC or indemnity provider
- Private Practitioners returning to the NHS

The subjects are varied and are based around the core competencies that are required to work in the NHS, e.g.

- Current NHS rules and regulations
- Complaints handling
- Record keeping and standards guidance
- Treatment planning including patients' options and how to deliver good quality care within your NHS contract
- Quality assurance
- Clinical governance
- Health and safety
- Communication skills and how to avoid problems with patients
- Employment law and how it affects you in your working life
- Practical Radiography / RMRK
- Management of vulnerable adults and children
- Infection control and decontamination
- Antimicrobial prescribing

Having completed this programme dentists will feel more confident working within the framework of the NHS and will have had the chance to meet and learn with new colleagues.

If you are a dentist undertaking Foundation Training by Equivalence you will need to produce a portfolio of evidence. We will show you what to do and also help you create your own bespoke Personal Development Plan (PDP).

If you would like to know more about these courses then please contact:

Lauren Kirk
lauren.kirk@wessex.hee.nhs.uk, Tel. 01962 718436

Noel Davies (Training Programme Director – South), noel.davies@wessex.hee.nhs.uk

Manish Chitnis (Training Programme Director – North), manish.chitnis@wessex.hee.nhs.uk

If you have been away from clinical practice for some time, you may find it daunting to think of returning, and may not be sure how to start. You are not alone in feeling like this.

Most people find that their confidence and clinical skills return quickly with appropriate training and a supportive practice environment.

We have a dedicated tutor, Nicola Spillane, who can support you both whilst on a career break and as you return. Please contact her at nicola.spillane@thamesvalley.hee.nhs.uk, or via Health Education Thames Valley Dental Office on 01865 785513.

Ideally you’ll have planned your break in advance, but if not, here are some tips, and there’s more detailed information on the Dental School website’s “Returning to Practice” page. www.oxforddeanery.nhs.uk/dental_school_home/returning_to_practice.aspx

Where do I start?

Have a Personal Development Plan (PDP) This will guide through your career break and help you to make a successful return to practice. The Deanery has a useful template available online.

Not registered?

It’s essential that you contact the General Dental Council (GDC) for information on your individual requirements for getting back on the register: www.gdc-uk.org

Registered?

Fulfilling the GDC’s mandatory CPD requirements is obligatory for continued registration. Check the current requirements online to ensure that you’re up to date. Remember you need to keep certificates and aims, objectives and learning outcomes for up to 10 years from the start of your CPD cycle. If you’re a member of the British Dental Association you can get help with CVs, contracts, and a wealth of advice sheets (www.bda.org).

Working in the NHS?

You will need to join the NHS Performers List (www.performer.england.nhs.uk)
In England, all NHS Primary Care dentists must be included on the National Performers List held by NHS England that is managed by the Area Teams. Our local Area Teams are Wessex, Thames Valley, South Midlands and Hertfordshire.

To join the Performers List, the dentist must either have completed Foundation Training (Vocational Training), be undertaking Foundation Training or be exempt.

For information please visit: www.performer.england.nhs.uk

To be exempt, a dentist must be a non-UK EEA national or hold an appropriate European diploma and General Dental Council (GDC) registration or have practised in primary care for two years (whole time) within the last four years, in community dental service or armed forces.

Dentists who are not exempt and do not have a Foundation Training (FT) / Vocational Training (VT) number or certificate will need to be assessed by the Deanery and complete any programme of training and period of supervised employment determined by the Postgraduate Dental Dean. At the end of that period the dentist will be required to provide the Dean with a portfolio of evidence to demonstrate that he or she has successfully completed Foundation Training. Depending on your experience and knowledge of NHS practice you may either need to just complete a portfolio, or also undergo a period of supervised training. You are responsible for finding a practice and a dentist who is prepared to act as your trainer and offer you a position within their practice. The Dean will need to approve both the trainer and the practice.

The regulations that cover the national performers list are: The National Health Service (Performers Lists) (England) Regulations 2013. Statutory instrument 2013 No. 335

If you do not have a FT/VT number or certificate and are considering applying to join the National Performers List you are advised to contact the NHS Area Team for more information.

http://www.nhs.uk/servicedirectories/Pages/AreaTeamListing.aspx

Foundation Training by Equivalence

Health Education Thames Valley and Wessex contacts:

Janine Brooks
Associate Dental Dean
Janine.brooks@thamesvalley.hee.nhs.uk
Tel. 01865 785513

Kim Jones
Regional Adviser, Continuing Registration
Kim.jones@wessex.hee.nhs.uk
Tel. 01962 718436

Manish Chitnis
Training Programme Director — Foundation Training by Equivalence
Email: manish.chitnis@wessex.hee.nhs.uk
Tel. 01962 718436

Noel Davies
Training Programme Director — Foundation Training by Equivalence
Email: noel.davies@wessex.hee.nhs.uk
Tel. 01962 718436

Lauren Kirk
Dental Programme Administrator
Lauren.kirk@wessex.hee.nhs.uk
Tel. 01962 718436

Health Education England, Thames Valley and Health Education Wessex, works with dental practitioners for whom further support is needed, as a means of resolving concerns about practice or supporting a return to work programme. The concerns might relate to knowledge or skills gaps or behaviours and might have been identified in a variety of ways. There might have been a significant career break or a period of illness or time away from normal practice because of exclusion or suspension. The coach/mentor programme has been developed to provide trusted support to a practitioner when completing an action plan for their remediation and in working with them to complete the action plan to a satisfactory standard.

Dentists may be advised to contact us by a number of routes, including:

• NHS England Area Teams
• Practitioner Advice and Support Schemes
• Local Dental Committees (WISDOM and PASS schemes)
• General Dental Council
• Dental defence organisations (indemnity providers)

For more information about the programme contact:

Janine Brooks
Associate Dean
Janine.brooks@thamesvalley.hee.nhs.uk

Karen Brogan
Dental Programme Support Officer
Karen.brogan@thamesvalley.hee.nhs.uk
Tel. 01865 785515

For more information about the programme contact:

Janine Brooks
Associate Dean
Janine.brooks@thamesvalley.hee.nhs.uk

Karen Brogan
Dental Programme Support Officer
Karen.brogan@thamesvalley.hee.nhs.uk
Tel. 01865 785515
Health Education Thames Valley and Wessex Dental School offers a comprehensive programme of dental CPD courses that cover GDC core and recommended topics for all dental professionals. We also provide refresher courses; courses to enable dentists and DCps to keep up to date, maintain and learn new clinical skills and to contribute to the well-being of the practice team as a whole.

We constantly review our programmes and try to address new statutory requirements. Recent additions include ‘Dementia Awareness’ and ‘Safeguarding Children and Vulnerable Adults’.

The GDC has recently published revised guidance for CPD requirements www.gdc-uk.org/dentalprofessionals/cpd/Pages/default.aspx

We provide courses in the following areas:

- Berkshire (Royal Berkshire Hospital Reading and Wexham Park Hospital, Slough)
- Buckinghamshire (Stoke Mandeville Hospital, Aylesbury)
- Milton Keynes (Milton Keynes Hospital)
- Hampshire (ARK Centre, North Hampshire Hospital, Basingstoke; Royal Hampshire County Hospital, Winchester)
- Isle of Wight (St Mary’s Hospital, Newport)
- Oxfordshire (John Radcliffe Hospital, Oxford; Horton Hospital, Banbury)
- Portsmouth (Queen Alexandra Hospital)
- Southampton (Royal South Hampshire Hospital)

In 2013-2014 more than 3000 people attended over 200 of our CPD courses. This year we have plans for more courses available across the region, covering a wide range of topics.

Our courses are heavily subsidised by the NHS. You will have to pay for refreshments and a bench fee for practical clinical courses, to cover additional costs such as dental materials.

Most courses are open to all UK dental professionals. Where local funding has been provided for a specific group of practitioners, access may be restricted.

If you are a dentist and don’t currently have an NHS Performers List number, you can still access our courses by paying an annual fee of £100.

For more information and to register and enrol on our CPD courses, please visit our website www.oxforddeanery.nhs.uk; follow the links to ‘Dental’ and then ‘Dental courses’.

Feedback from delegates

“Very informative, very engaging which kept us interested”

“Brilliant update course - value for money”

“The speaker was very interesting and kept my attention throughout”

“I found the lecturer engaging and I got lots of useful tips to take back to my practice”

We provide courses in the following venues:

1. Horton Hospital, Banbury
2. Milton Keynes Hospital
3. Stoke Mandeville Hospital, Aylesbury
4. John Radcliffe Hospital, Oxford
5. Wexham Park Hospital, Slough
6. Royal Berkshire Hospital, Reading
7. ARK Centre, North Hampshire Hospital, Basingstoke
8. Royal Hampshire County Hospital, Winchester
9. Royal South Hampshire Hospital, Southampton
10. Queen Alexandra Hospital, Portsmouth
11. St Mary’s Hospital Newport, Isle of Wight
The development of blended and e-learning has progressed rapidly in the last decade to encompass a wide range of formal course-based e-learning packages/products together with a huge variety of complementary or alternative learning opportunities. These include knowledge sharing sites, links to resources via social/interactive media as well as participation in online lectures, webinars, podcasts or microblogging. Recent trends have included the use of gaming technology to support learning and artificial intelligence. There is also vast potential to deliver learning according to user need via the internet. In a move towards more collaborative learning, much use is now made of social media links to source formal training information such as that offered by universities, deaneries and NHS departments.

Our own Twitter feed TV-W-Dental (formerly Oxford Dental Deanery) provides updates of courses within Thames Valley and Wessex.

It is possible to fulfil many of the GDC requirements using e-learning and practitioners and their teams can choose from a vast number of NHS based and private providers. Some links have been included below but the responsibility of the learner is always to satisfy him/herself that any learning with which they engage is quality assured and to retain an enquiring but critical mind.

Modules are available from indemnity providers to their members and the links to two are provided below:
www.dentalprotection.org/diplstra/dcp/elearning
www.theddu.com/learn-and-develop/ddu-courses-and-training
There is also online access to the British National Formulary
www.bnf.org/findex.html
An internet search for “e-Learning Dentistry” will show many of the private providers. There is a mixture of subscription, pay-as-you-go as well as ‘free-to-user’ company sponsored sites.

In effect there is a ‘world of learning’ out there to explore.

Follow us @TV_W_Dental
Our website addresses are
www.thamesvalley.hee.nhs.uk | www.wessex.hee.nhs.uk
Regulatory Requirements for the Dental Team

Care Quality Commission (CQC)
The CQC inspect dental practices and publish their findings on their website: www.cqc.org.uk/content/dentists
They define what standards of care patients can expect from their dentist.
1. Patients can expect to be respected, involved and told what’s happening at every stage.
2. Patients can expect care, treatment and support that meet their needs
3. Patients can expect to be safe
4. Patients can expect to be cared for by staff with the right skills to do their jobs properly
5. Patients can expect their dental practice to routinely check the quality of its services
For more information, please visit the CQC website www.cqc.org.uk/sites/default/files/documents/standards_to_expect_dentist.pdf

GDC standards
The GDC have published a booklet called ‘Standards for Dental Professionals’
The GDC’s Principles of Practice in Dentistry are:
1. Putting the patients’ interests first and acting to protect them
2. Respecting patients’ dignity and choices
3. Protecting the confidentiality of patients’ information
4. Co-operating with other members of the dental team and other healthcare colleagues in the interest of patients.
5. Maintain your professional knowledge and competence
6. Being trustworthy
This booklet can be downloaded from the GDC’s website: www.gdc-uk.org/DentalProfessionals/Standards/Pages/default.aspx
Our CPD courses will help you meet CQC and GDC requirements

Continuing Professional Development Tutors

Syed Ahmed
Isle of Wight
Email: syed.ahmed@wessex.hee.nhs.uk
Tel. 01962 718436 (Lauren Kirk – Administrator)

Julie Brown
Southampton
Email: julie.brown@wessex.hee.nhs.uk
Tel. 07793 908369

Anita Carter
Milton Keynes
Email: anita.carter@thamesvalley.hee.nhs.uk
Tel. 07789 438932

Hazel Coey
Milton Keynes
Email: hazel.coey@wessex.hee.nhs.uk
Tel. 07826 890830

Leanne Covey
Portsmouth
Email: leanne.covey@wessex.hee.nhs.uk
Tel. 07533 884317

Richard Cox
Southampton
Email: richard.cox@wessex.hee.nhs.uk
Tel. 01962 718436 (Lauren Kirk – Administrator)

Verna Easterby-Smith
Hampshire
Email: verna.easterby-smith@wessex.hee.nhs.uk
Tel. 01962 718436 (Lauren Kirk – Administrator)

Amanda Evans
Oxfordshire
Email: amanda.evans@thamesvalley.hee.nhs.uk
Tel. 07917 580686

Vicky Goode
Isle of Wight
Email: vicky.goode@wessex.hee.nhs.uk
Tel. 07980 750442

Gill Mather
Berkshire West
Email: gill.mather@thamesvalley.hee.nhs.uk
Tel. 07917 580683

Jane Shrowder
Berkshire East
Email: jane.shrowder@thamesvalley.hee.nhs.uk
Tel. 01962 718513 (Karen Brogan – Administrator)

Nicola Spillane
Berkshire
Email: nicola.spillane@thamesvalley.hee.nhs.uk
Tel. 01962 718513 (Liz Imlah – Administrator)

Maureen Stone
Buckinghamshire
Email: maureen.stone@thamesvalley.hee.nhs.uk
Tel. 01702 367230

Roz Tritton
E-Learning and Appraisal
Email: roz.triton@thamesvalley.hee.nhs.uk
Tel. 01865 750442 (Karen Brogan – Administrator)

Kay Worrell
Buckinghamshire
Email: kay.worrell@thamesvalley.hee.nhs.uk
Tel. 01865 750442 (Liz Imlah – Administrator)
Medical Emergencies

All members of the dental team must have a sound understanding of the theory behind medical emergency management so they can deal quickly with uncommon but potentially tragic events. This THEORY course meets the annual GDC requirements for CPD in medical emergencies and complements practical BLS training.

Learning Outcomes

- Prevent and manage medical emergencies in the dental practice
- Know how to assess an ill patient
- Have learned the initial treatment for each emergency
- Know about the appropriate medications that can be administered by dental practice staff

Disinfection and Decontamination

This course will describe essential best practice in managing infection control.

Learning Outcomes

- Define disinfection and decontamination.
- Know how to prevent physical, chemical and microbiological contamination in the practice of dentistry.
- Understand HTM 01-05 and associated guidance.
- Have learned how to ensure compliance.

Relevant topics

GDC Recommended Core Courses

Dates of courses – 2015

**Medical Emergencies**

- 27 January – Stoke Mandeville Postgraduate Centre, Aylesbury
- 9 February – ARK Centre, Basingstoke
- 18 February – George Pickering Postgraduate Centre, Oxford
- 4 March – Trust Education Centre, Reading
- 11 March – Quad Centre, Portsmouth
- 18 March – Education Centre, Winchester
- 5 May – ARK Centre, Basingstoke
- 20 May – Education Centre, Winchester
- 15 June – George Pickering Postgraduate Centre, Oxford
- 18 June – Postgraduate Centre, Milton Keynes General Hospital
- 14 September – ARK Centre, Basingstoke
- 25 September – John Lister Postgraduate Centre, Slough
- 12 November – Postgraduate Centre, Milton Keynes General Hospital
- 20 November – Education Suite, Southampton

**Disinfection and Decontamination**

- 2 April – Postgraduate Centre, Milton Keynes General Hospital
- 27 April – Terence Mortimer Postgraduate Centre, Banbury
- 5 May – Postgraduate Medical Centre, Isle of Wight
- 1 September – Stoke Mandeville Postgraduate Centre, Aylesbury
- 17 September – George Pickering Postgraduate Centre, Oxford
- 22 October – ARK Centre, Basingstoke
- 19 November – Education Suite, Southampton
- 2 April – Postgraduate Centre, Milton Keynes General Hospital
- 27 April – Terence Mortimer Postgraduate Centre, Banbury
- 5 May – Postgraduate Medical Centre, Isle of Wight
- 1 September – Stoke Mandeville Postgraduate Centre, Aylesbury
- 17 September – George Pickering Postgraduate Centre, Oxford
- 22 October – ARK Centre, Basingstoke
- 19 November – Education Suite, Southampton

**Dates of courses – 2015**

- 2 April – Postgraduate Centre, Milton Keynes General Hospital
- 27 April – Terence Mortimer Postgraduate Centre, Banbury
- 5 May – Postgraduate Medical Centre, Isle of Wight
- 1 September – Stoke Mandeville Postgraduate Centre, Aylesbury
- 17 September – George Pickering Postgraduate Centre, Oxford
- 22 October – ARK Centre, Basingstoke
- 19 November – Education Suite, Southampton
Radiology Courses

Theory of Radiography and Radiation Protection – IR(ME)R

This course will cover the principles of justification, optimisation and limitation to satisfy the IRMER requirement for radiography qualified staff. It also meets UK GDC verifiable CPD requirements in radiography and radiation protection.

Learning Outcomes

- Have learned the principal components of the Ionising Radiations Regulations 1999 and Ionising Radiations (Medical Exposure) Regulations 2000
- Have a fundamental understanding of radiation physics, radiobiology and radiation risks
- Understand patient selection criteria in relation to dental radiography and other imaging modalities
- Know about quality assurance strategies, including clinical audit

Complaints Handling

This course is relevant to the whole dental team and will give guidance on managing complaints for both NHS and private practices.

Learning Outcomes

- Understand the official complaint handling procedures for both NHS and private practices
- Know how to manage a serious complaint
- Have looked at ways of preventing complaints and improving communication skills
- Be able to implement an effective complaints policy within your practice

Dates of courses – 2015

IR(ME)R Courses

19 February – Postgraduate Centre, Milton Keynes General Hospital
2 March – George Pickering Postgraduate Centre, Oxford
11 March – Trust Education Centre, Reading
20 March – Education Centre, Winchester
3 September – George Pickering Postgraduate Centre, Oxford
21 September – Stoke Mandeville Postgraduate Centre, Aylesbury
19 November – ARK Centre, Basingstoke

Radiography Non IR(ME)R Courses

5 February – Postgraduate Medical Centre, Isle of Wight
11 March – Trust Education Centre, Reading
21 May – Terrence Mortimer Postgraduate Centre, Banbury
16 October – Education Suite, Southampton

Dates of courses – 2015

IR(ME)R Courses

13 February – Education Centre, Winchester
19 February – Postgraduate Centre, Milton Keynes General Hospital
2 March – George Pickering Postgraduate Centre, Oxford
11 March – Trust Education Centre, Reading
20 March – Education Centre, Winchester
3 September – George Pickering Postgraduate Centre, Oxford
21 September – Stoke Mandeville Postgraduate Centre, Aylesbury
19 November – ARK Centre, Basingstoke

Complaints Handling

This course is relevant to the whole dental team and will give guidance on managing complaints for both NHS and private practices.

Learning Outcomes

- Understand the official complaint handling procedures for both NHS and private practices
- Know how to manage a serious complaint
- Have looked at ways of preventing complaints and improving communication skills
- Be able to implement an effective complaints policy within your practice

Dates of courses – 2015

IR(ME)R Courses

13 February – Education Centre, Winchester
9 April – Postgraduate Centre, Milton Keynes General Hospital
16 April – George Pickering Postgraduate Centre, Oxford
8 May – Education Centre, Royal South Hants Hospital, Southampton
4 July – John Lister Postgraduate Centre, Slough
October – Stoke Mandeville Postgraduate Centre, Aylesbury

Radiography Non IR(ME)R Courses

5 February – Postgraduate Medical Centre, Isle of Wight
11 March – Trust Education Centre, Reading
21 May – Terrence Mortimer Postgraduate Centre, Banbury
16 October – Education Suite, Southampton
Oral cancer and the dental team – early detection is key

Every member of the dental team has a part to play in the early detection and prevention of oral cancer. This course will look at clinical guidelines and whole team management strategies.

**Learning Outcomes**
- Understand the risk factors and problems of oral cancer, and the importance of oral cancer screening
- Have learned an approach to oral cancer detection consistent with current medico-legal advice and national guidelines
- Understand their contributions to oral cancer prevention and improving early detection
- Be able to answer patient queries at an appropriate level

**Dates of courses – 2015**
- 28 May – Postgraduate Centre, Milton Keynes General Hospital
- 3 December – Postgraduate Centre, Milton Keynes General Hospital

Law and Ethics for the Dental Team

If you work in a clinical environment, the GDC recommends you carry out CPD in legal and ethical issues to make sure you are up to date. This course will explore the current legal and ethical issues facing the dental team and will consider appropriate responses to situations with probable legal or ethical repercussions.

**Learning Outcomes**
- Be up to date with legislation and codes of conduct surrounding everyday dental practice
- Know how to work within the legal framework set by the GDC
- Be able to define professionalism
- Understand key issues relating to consent, confidentiality and record keeping - minimising the risk of accidental breaches

**Dates of courses – 2015**
- 6 March – Education Centre, Royal South Hants Hospital, Southampton
- 11 March – Trust Education Centre, Reading
- 9 April – Postgraduate Centre, Milton Keynes General Hospital
- 8 May – Education Centre, Royal South Hants Hospital, Southampton
- 23 June – Postgraduate Centre, Milton Keynes General Hospital
How to register for our dental CPD courses

Before you can enrol on our courses, you must register on our online booking system.

To register:
1) Go to www.oxforddeanery.nhs.uk
2) Follow the links to ‘Dental’ and then ‘Dental courses’
3) On the horizontal menu bar, click ‘Register’
4) Choose the most appropriate job description and click ‘Continue’
5) Fill out the registration form (please note you must use an individual email address)
6) After you have read the ‘terms and conditions’, tick the check box and click ‘Submit’

To view the courses you have enrolled on (both past and future) just go to ‘My Courses’

Practices often like to make a group booking for their staff - how to book more than one person onto a course at the same time.

1) Decide who will make the booking on your behalf (please ensure this person is already registered on the booking system).
2) Log into your account
3) Go to ‘My Authorisation’
4) Enter the username and postcode of the person who will be booking courses on your behalf.
5) The person designated to make the bookings should then log into their account.
6) Once the person making the bookings has chosen a course and clicked ‘add to cart’, they will see a drop down list of all the people who have authorised them to make the booking.
7) Click on the appropriate person and click ‘proceed to shopping cart’.
8) Repeat searching and adding to shopping cart for each delegate.
How do I get my CPD certificate?
Your certificates are now only available online. This means you can download your certificates anytime and print as many copies as you wish.
You can access your CPD certificate and evaluation form once your attendance had been recorded. We aim to do this within 24 hours of the course taking place.
To access your certificate and evaluation form, log into your account.
Click ‘My courses’. This will bring up a page that shows all the courses you have enrolled on.
To view which courses you have attended or which courses you are enrolled on, just click ‘My courses’.
We have developed a new feature called a ‘reflective log’. This is a tool that can help with your personal development plan (PDP). This is a private journal (i.e. only you can access this feature) in which you can write your thoughts about the course.

Evaluation Form
We really appreciate your feedback! With this new automated system, we aim to tailor our future courses to meet your needs and improve future courses.

Certificate
Choose ‘Click here!’ in the certificate column. This will bring up a page with your certificate. Your certificates are web-based and as such you may need to adjust your print settings, e.g. getting rid of headers and footers or adjusting the margins.

Frequently Asked Questions
I am no longer able to attend the course – can someone go in my place?
This may be possible – to find out, contact the Deanery office at least a day before the course runs. Please ensure the person replacing you is registered on our course booking system.
I have arrived at your course and my name is not on the register – why is this?
There is the possibility that you have not enrolled on the course! It could also be that you have enrolled after the course administrator has printed off the course documentation. If this is the case, just sign the register at the bottom of the list and the course administrator will make sure you have a certificate when the course has finished.
If you haven’t enrolled and there are still spaces on the course, the course administrator will give you access to a computer so you can enrol on the course. If there are no spaces left on the course, unfortunately you will not be entitled to enrol on the course.
I need to leave before the end of the course. Is this okay?
Please inform the speaker that you may have to leave early. This is because we will need to adjust your certificate to reflect the actual number of CPD hours that you attended (so that we both comply with GDC regulations). Also we need to know your attendance for health and safety reasons, e.g. if the building had to be evacuated.
I have forgotten my user name/password – what do I do?
Just call Liz Imlah on 01865 785513 and she will re-set your password. Please call Liz if you have any other problems with booking a course online.
I cannot download my certificate
If you cannot see the ‘click here’ in the certificate column, this means your CPD hours have not been recorded. This may take up to 24 hours from the start of the course. If it has been longer than that, please contact Liz Imlah on 01865 785513.

Formatting your certificate

<table>
<thead>
<tr>
<th>Internet Explorer</th>
<th>Chrome</th>
<th>Firefox</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Click the three horizontal bars on the right-hand side of the screen</td>
<td>File</td>
</tr>
<tr>
<td>Page Setup</td>
<td>Click Print</td>
<td>Page Setup</td>
</tr>
<tr>
<td>Make sure that 'Head' and 'Footer' are marked 'empty'</td>
<td>In the options menu, make sure the header and footer box is clear</td>
<td>Make sure header and footer fields are marked 'Blank'</td>
</tr>
<tr>
<td>To get rid of Headers and footers</td>
<td>Adjusting margins</td>
<td>File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print preview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click on the white arrows to adjust the margins</td>
</tr>
</tbody>
</table>

Handy hints for booking courses!
Click on course title for details of the course including course description, learning outcomes, venue and times.
To cancel a course, just go to ‘My courses’ and click ‘cancel’ by the appropriate course.
To view which courses you have attended, just click ‘My courses’.
Please make sure your contact details are up to date – we may need to contact you urgently, e.g. if a course is cancelled.

To get rid of Headers and footers
File
Page Setup
Make sure all the fields with 'Head' and 'Footer' are marked 'empty'

Adjusting margins
File
Print preview
Click on the white arrows to adjust the margins

To view which courses you have attended, just click ‘My courses’.
If you have any questions regarding certificates/evaluation forms, or reflective logs, Please contact Liz Imlah on 01865 785513 or email liz.imlah@thamesvalley.hee.nhs.uk.

I have not been recorded. This may take up to 24 hours from the start of the course. If it has been longer than that, please contact Liz Imlah on 01865 785513.