Dental Foundation Training

Incorporating:

Portsmouth Hospitals Trust
University Hospital Southampton NHS Foundation Trust
Hampshire CHC

A HANDBOOK FOR FOUNDATION YEAR TWO DENTISTS

2012-2013
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INTRODUCTION

Welcome to Year 2 of Dental Foundation Training in the Wessex 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  Miss Helen Spencer
Postgraduate Dental Dean  Mrs Karen Bennett
Shalin Mehra  Joint Training Programme Directors
Associate Postgraduate Dental Dean
Catherine Sternberg
Regional Development Adviser
DEANERY CONTACT DETAILS

1. TRAINING PROGRAMME DIRECTORS

   Miss Helen Spencer          Tel 02392 28 6316
   helen.spencer@wessexdeanery.nhs.uk

   Mrs Karen Bennett          Tel 02380 796096
   karen.bennett@wessexdeanery.nhs.uk

2. OXFORD DEANERY DENTAL SCHOOL

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

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

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

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

3. DF2 PROGRAMME ADMINISTRATORS

   Miss Hollie Dalton (Wessex)
   hollie.dalton@wessexdeanery.nhs.uk
   Tel: 01962 718439 (Tues, Wed, Thurs)
   Wessex Deanery
   Southern House
   Otterbourne
   Winchester
   SO21

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

1. SUPERVISORS

Educational Supervisors
A named individual will act as your educational supervisor for your duration on the Wessex 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:

Southampton Andrew Webb
Portsmouth Rajiv Anand
Hampshire Maggie Stubbings
Tracey Riches

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. Be familiar with the requirements for successful completion of the Dental Foundation Training Programme
3. Be fully involved in the education and assessment processes, including attending Trust, Departmental and Deanery induction, teaching and training sessions. You should keep a record of your attendance in your portfolio
4. Meet regularly with your educational supervisor and maintain an up-to-date e-portfolio provided by the Wessex Deanery Dental School.
5. 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:

Compulsory:
1. Attend Trust induction
2. Attend workplace induction
3. Start attending the Trust and Deanery teaching programmes
4. Make an appointment to see your educational supervisor as soon as possible
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. Find out about other training and education sessions
10. Familiarise yourself with departmental/Trust policies
11. Book annual and study leave as soon as possible
12. Obtain your IT password as appropriate to your department/Trust
13. Make sure you have a username and password for the e-portfolio
14. Provide two passport sized photos to the DF2 Administrator
15. Hand in your contact details form to the DF2 Administrator
16. We recommend an encrypted USB stick be obtained for storing audits etc. No patient identifiable data to be moved or stored outside your employing Trust.

And finally ……

17. 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 Wessex 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 Course Co-ordinator 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:


Your portfolio will be assessed online by the TPDs throughout the year. The completion date is not 31st July, the actual date will be confirmed, but is usually mid-June.

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.
ASSESSMENT and APPRAISAL

The key principles of the assessment process are to:

1. Promote professional clinical conversation and feedback
2. Identify areas of practice to encourage or improve, and plan how this might be achieved
3. 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:

“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

Dental Case-Based Discussion D-CbD 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

Patient Assessment Questionnaire (PAQ) To be carried out once during 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. We recommend that you take every opportunity for learning throughout your year, including those not timetabled.

Deanery DF2 Study Days
Attendance at DF2 Study Day is mandatory for all DF2s. 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. These days are part of your study leave allowance, so remember to complete your Trust’s paperwork for applying for study leave in good time. This application will enable you to claim travel expenses. Please car-share where possible.

Training Programme Director meetings
You will be required to meet with one of the TPDs three monthly to discuss your experience of the programme. Karen will meet the Portsmouth DF2s and Helen the Southampton DF2s.
DF2 STUDY DAYS – 2012/2013

All Study Days commence at 9:30 am and finish at 4:30pm, unless otherwise stated. It is expected that you attend the whole day. Verifiable CPD certificates will be issued at the end of each full day attended.

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF SESSION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 2 August</td>
<td>Regional Clinical Induction</td>
<td>Southern House, Otterbourne, SO21 2RU</td>
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<tr>
<td>Friday 3 August</td>
<td>Regional Induction – Clinical Skills</td>
<td>Southampton General Hospital</td>
</tr>
<tr>
<td>Wednesday 15 August</td>
<td>ALERT Course – clinical skills for Dental Foundation trainees</td>
<td>Queen Alexandra Hospital</td>
</tr>
<tr>
<td>Thursday 23 August</td>
<td>Oncology</td>
<td>Southampton General Hospital</td>
</tr>
<tr>
<td>Thursday 25 or Friday 26 October (tbc)</td>
<td>Applied Anatomy and Radiology</td>
<td>Southampton General Hospital</td>
</tr>
<tr>
<td>Thursday 15 November</td>
<td>Wessex BDA Hospitals Group Regional meeting, inc DF2 Presentations</td>
<td>Salisbury District General Hospital</td>
</tr>
<tr>
<td>Thursday 29 November</td>
<td>Careers Day</td>
<td>TBC</td>
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<tr>
<td>December 2012</td>
<td></td>
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</tr>
<tr>
<td>Thursday 10 January</td>
<td>Paediatric and GA Dentistry</td>
<td>Southern House, Otterbourne, SO21 2RU</td>
</tr>
<tr>
<td>Thursday 7 February</td>
<td>Maxillofacial Trauma and hands-on plating</td>
<td>Southern House, Otterbourne, SO21 2RU</td>
</tr>
<tr>
<td>Friday 22 March</td>
<td>Oral Surgery – hands on</td>
<td>Clinical Skills Lab, Winchester Education Centre, RHCH, SO22 5DG</td>
</tr>
<tr>
<td>Tuesday 14 May</td>
<td>Wessex BDA Hospitals Group Regional meeting, inc DF2 Presentations</td>
<td>Salisbury District General Hospital</td>
</tr>
<tr>
<td>Thursday 16 May</td>
<td>Oral Medicine</td>
<td>Oasis Centre Queen Alexandra Hospital</td>
</tr>
<tr>
<td>Friday 7 June</td>
<td>Likely portfolio completion date</td>
<td></td>
</tr>
<tr>
<td>Thursday 6 June</td>
<td>Exit Interviews</td>
<td>Southern House, Otterbourne, SO21 2RU</td>
</tr>
</tbody>
</table>

Please note that parking may be limited at some venues.

Please see the following links for parking information at each venue:
Queen Alexandra Hospital - [http://www.porthosp.nhs.uk/find-us/car-parking-at-qah.htm](http://www.porthosp.nhs.uk/find-us/car-parking-at-qah.htm)
Southampton General Hospital - [http://www.uhs.nhs.uk/GettingHere/SGH/SouthamptonGeneralHospital.aspx](http://www.uhs.nhs.uk/GettingHere/SGH/SouthamptonGeneralHospital.aspx)
Salisbury District General Hospital – [http://www.salisbury.nhs.uk/InformationForPatients/travelinformation/Pages/Mapsandtravelinformationhome.aspx#car](http://www.salisbury.nhs.uk/InformationForPatients/travelinformation/Pages/Mapsandtravelinformationhome.aspx#car)
Southern House - [http://www.wessexdeanery.nhs.uk/contact_us/how_to_find_us/southern_house.aspx#ParkingonSite](http://www.wessexdeanery.nhs.uk/contact_us/how_to_find_us/southern_house.aspx#ParkingonSite)

For Winchester, Park & Ride may be advisable.
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. You should apply using your Trust’s paperwork for this leave to enable you to claim expenses.

Contact your Educational Supervisor for information on the Study Leave allocation and how to apply for study leave for other courses.

The Wessex Deanery Study leave policy is available on the Deanery website by going to the ‘About Wessex Deanery’ page and then to ‘Medical and Dental Policies’ http://www.Wessexdeanery.nhs.uk/about_Wessex_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 29th November 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. Wessex Deanery Career Development Unit www.Wessexdeanerycdu.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.baoms.org.uk
7. Paediatric dentistry, www.bspd.co.uk
9. Special Care Dentistry, wwwbsdh.org.uk
SHOULD THINGS GO WRONG

We are here to help. Don’t worry alone, talk to someone. We may appear busy, but will always find a way to address urgent concerns. NEVER cover up mistakes, find your senior immediately.

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 either of the Training Programme Directors, Helen Spencer or Karen Bennett. 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. PROFESSIONAL SUPPORT UNIT. WESSEX DEANERY
   This team provide a comprehensive professional support service for all doctors in training, SAS and trust doctors. Their strategy, structure and approach can be found at www.wessexdeanery.nhs.uk their pages are directly accessible from the home page. Please speak to your Training Programme Director if you think you might need this.

6. DENTAL HEALTH SUPPORT PROGRAMME
   http://www.cgdgp.org/dhsp.html

7. DEFEAT DEPRESSION LEAFLET - Royal College of Psychiatrists
   Available from the Royal College of Psychiatrists at www.rcpsych.ac.uk

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

9. OCCUPATIONAL HEALTH
   Contact the Occupational Health Department in your Trust.
10. THE SAMARITANS
Tel: 08457 909090 (UK)
jo@samaritans.org www.samaritans.org.uk

11. NARCOTICS ANONYMOUS
Tel: 0300 900 1212
www.ukna.org

12. ALCOHOLICS ANONYMOUS
www.alcoholics-anonymous.org.uk

**What to do if DF2 trainees are having problems that cannot be resolved at Practice / TPD level**

- **Trainee**
- **Educational Supervisor**
- **Training Programme Director**
- **TPD discusses referral to CDU / PSU with Associate Dental Dean**
- **Associate Dean meets with Trainee**
- **Oxford Deanery Career Development Unit**
- **Wessex Deanery Professional Support Unit**

- Self refer to Medic Support (For Oxford Deanery trainees only; confidential service offering psychotherapy and psychology)
- No report to Deanery

- Report to Dean
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.