OXFORD SCHEME
DENTAL VOCATIONAL TRAINING

SCHEME HANDBOOK 2008-2009

Dental Foundation Training and Learning Portfolio

George Pickering Education Centre, John Radcliffe Hospital, Oxford

NESC
Oxford and Wessex Deaneries

NHS Education South Central
**Introduction to the Oxford VT Scheme**

Congratulations on passing your finals and welcome to the Oxford Vocational Training Scheme.

The Oxford VT Scheme enjoys an enviably good reputation in the country. Our Trainers are fortunate in having a very high number of applicants for the limited number of places available. We like to think that only the very best new graduates are successful and able to join our Scheme. Well done! You have chosen well!!

Vocational Training exists to allow you to apply the knowledge that you have acquired during your undergraduate years and develop this in a general practice environment. The emphasis throughout the year is for us to provide support, guidance and advice as it is needed and requested by you. You will be encouraged to share, discuss, debate and question during the study days. You will need to be open and honest about your experiences through the year, be they good or bad. By sharing and discussing your problems and achievements, the whole group can learn from your experiences and you can receive the support and advice of your peers and colleagues. The course is designed to meet your needs, and requires participation and a positive attitude to experience the maximum benefit.

In organising the Scheme, we have tried to prioritise talks and educational activities in those areas that we have found commonly need attention, or that may not have been taught at Dental School. We try to make the scheme fun as well as educational and hope that you will make friends and contacts during this year that you will keep throughout your career.

The Scheme is based at the John Radcliffe Hospital, in the George Pickering Education Centre. We have the benefit of excellent facilities, including a hands-on skills room. The year comprises of over 30 varied study days which will include conventional lectures, group discussions, visits to other organisations, hands-on clinical work and residential courses - both here and abroad.

All the information that you require about the course is contained in this folder. The day to day administration of the scheme is organised by Brenda Leach, Vocational / Foundation Programme Coordinator, who will be able to answer any questions you may have. You can contact Brenda at: Dental School Office, The Triangle, Roosevelt Drive, Headington, OXFORD, OX3 7XP
Tel: 01865 740652   Email: brenda.leach@nesc.nhs.uk.

If you have any concerns about the scheme, practice or any related matters, feel free to discuss them within the group or in private with your VT Adviser. Confidentiality is assured at all times.

We sincerely hope that you have an enjoyable and a memorable year.

Mike Cooper
Oxford Vocational Training Adviser
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Dental Foundation Programme Outline

Autumn Term

August
VT Day Release – Programme at a Glance
Section 1 – Introduction
Section 2 – What is expected of the trainers?
Section 3 – Initial Clinical Experience
Checklist
VT Experience Record – Weekly
Case Based Discussion
Mini CEX / DOPS

September
4 Week Assessment – Trainer’s Peer Review
Key Skills in Primary Dental Care
Joint Dental Faculties of the Royal College of Surgeons of England
Section 4 – Collaborative Clinical Records
Audit
VT Experience Record – Weekly
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<td>Murray Wallace &amp; Andrew McLean</td>
<td>Special Care Dental Clinic  Aldershot Health Centre  Wellington Avenue  Aldershot  Hampshire GU11 1PA</td>
<td>Tel: 01252 327607/322266  Email: <a href="mailto:wal_wallace@hotmail.com">wal_wallace@hotmail.com</a>  Email: <a href="mailto:andrew.mclean2@ntlworld.com">andrew.mclean2@ntlworld.com</a></td>
<td>Priya Thakrar  GKT</td>
</tr>
</tbody>
</table>
## REGIONAL VOCATIONAL TRAINING COMMITTEE

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mr Nick Priest (Chair)</strong></td>
<td>Regional VT Adviser &amp; Winchester Scheme Adviser</td>
</tr>
<tr>
<td><strong>Mrs Helen Falcon</strong></td>
<td>Dental School Director / Postgraduate Dental Dean</td>
</tr>
<tr>
<td><strong>Mr Shalin Mehra</strong></td>
<td>Associate Dental School Director / Postgraduate Dental Dean Northampton VT Adviser</td>
</tr>
<tr>
<td><strong>Mr Mike Cooper</strong></td>
<td>Oxford Scheme VT Adviser</td>
</tr>
<tr>
<td><strong>Mr Steve Brookes</strong></td>
<td>Woodview Dental Clinic</td>
</tr>
<tr>
<td><strong>Ex Oxford Scheme VT Adviser</strong></td>
<td>Holmecross Road</td>
</tr>
<tr>
<td><strong>Mrs Helen Falcon</strong></td>
<td>Thorplands</td>
</tr>
<tr>
<td><strong>Mr Shalin Mehra</strong></td>
<td>Northampton NN3 8AW</td>
</tr>
<tr>
<td><strong>Mr Mike Cooper</strong></td>
<td>Tel: 01604 670977</td>
</tr>
<tr>
<td><strong>Mr Steve Brookes</strong></td>
<td>Email: <a href="mailto:steve@sbrookes.freeserve.co.uk">steve@sbrookes.freeserve.co.uk</a></td>
</tr>
<tr>
<td><strong>Mr George Rothnie</strong></td>
<td>The Dental Centre</td>
</tr>
<tr>
<td><strong>Northampton Trainer</strong></td>
<td>11 Elizabeth Street</td>
</tr>
<tr>
<td><strong>Mr George Rothnie</strong></td>
<td>Corby</td>
</tr>
<tr>
<td><strong>Northampton Trainer</strong></td>
<td>Northamptonshire NN17 1RZ</td>
</tr>
<tr>
<td><strong>Mr George Rothnie</strong></td>
<td>Tel: 01536 203265</td>
</tr>
<tr>
<td><strong>Email: <a href="mailto:georgerothnie@hotmail.com">georgerothnie@hotmail.com</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>Miss Catherine Brady</strong></td>
<td>Bloxham Dental Practice</td>
</tr>
<tr>
<td><strong>Oxford Trainer</strong></td>
<td>Church Street</td>
</tr>
<tr>
<td><strong>Mr Andrew McLean</strong></td>
<td>Bloxham</td>
</tr>
<tr>
<td><strong>Winchester Trainer</strong></td>
<td>Oxon OX15 4PH</td>
</tr>
<tr>
<td><strong>Mr Andrew McLean</strong></td>
<td>Tel: 01295 721030</td>
</tr>
<tr>
<td><strong>Mr Andrew McLean</strong></td>
<td>Email: <a href="mailto:bloxdent@aol.com">bloxdent@aol.com</a></td>
</tr>
<tr>
<td><strong>To be advised</strong></td>
<td>Special Care Dental Clinic</td>
</tr>
<tr>
<td><strong>Northampton Scheme Ex VDP</strong></td>
<td>Aldershot Health Centre</td>
</tr>
<tr>
<td><strong>To be advised</strong></td>
<td>Wellington Avenue</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Aldershot</td>
</tr>
<tr>
<td><strong>To be advised</strong></td>
<td>Hampshire GU11 1PA</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Tel: 01252 327607/322266</td>
</tr>
<tr>
<td><strong>To be advised</strong></td>
<td>Email: <a href="mailto:Andrew.mclean2@ntlworld.com">Andrew.mclean2@ntlworld.com</a></td>
</tr>
<tr>
<td><strong>Mrs Katy Sansom</strong></td>
<td>Wallingford House Dental Practice</td>
</tr>
<tr>
<td><strong>Oxford Scheme Ex VDP</strong></td>
<td>84 High Street</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Wallingford</td>
</tr>
<tr>
<td><strong>Mrs Katy Sansom</strong></td>
<td>Oxon OX10 0BW</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Tel: 07989 872853</td>
</tr>
<tr>
<td><strong>Mr Sinclair Butcher</strong></td>
<td>Hart Dental Centre</td>
</tr>
<tr>
<td><strong>Winchester Scheme Ex VDP</strong></td>
<td>223 Fleet Road</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Hampshire GU51 3BN</td>
</tr>
<tr>
<td><strong>Mr Sinclair Butcher</strong></td>
<td>Tel: 07867 860366</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Email: <a href="mailto:smiley_sinclair@hotmail.com">smiley_sinclair@hotmail.com</a></td>
</tr>
</tbody>
</table>
Problem Solving

During the VT year problems may arise. These may range from the “crowns that never fit” to the virtual DSA who can never be found when required. During your Vocational Training year you have available a wealth of expertise and experience to draw upon to help you to solve your problems.

In your practice the main source of assistance in problem solving is of course your Trainer. During normal working hours you can approach your trainer for assistance, or alternatively you can bring up a matter that is causing concern during a tutorial.

Your VT Advisor is also available for help on any subject. You may not wish to wait until a Day Release Course, contact your Adviser by phone or email early on if you have a problem or concern. Early resolution of that burning issue will help prevent any further worry. Remember confidentiality is assured if required.

The VT group is also a very useful forum to air problems and to seek a solution. Opportunities for group discussion occur in nearly every session of the Day Release Course. Naturally openness and frankness is usually required but all members of the group will respect our rule of confidentiality outside the sessions. Alternatively you may wish to discuss your problem with an experienced ex-VDP or Trainer in our region.

Please see Staff Contacts.

Dental Support Contacts

PASS : Chris Evans (evenings)  (Practitioners Advice and Support Scheme)  Tel: 01865 864397

GDC: General Dental Council  www.gdc-uk.org  Tel: 020 7887 3800

BDA: British Dental Association  www.bda.org.uk  Tel: 020 7935 0875

NHSBSA Dental Services Division  www.dpb.nhs.uk  Tel: 01323 433550

MDDUS  www.mddus.com  Tel: 0845 270 2034

Medical Defence Union  www.the-mdu.com  Tel: 020 7202 1500

Dental Protection  www.dentalprotection.org  Tel: 0845 608 4000
Additional Information

End of year Certification

For those VDPs who have successfully completed and passed the year, a certificate will be issued at the end of July. This certificate will allow you to take up posts in your chosen dental field from 1st August 2009.

Please note the attendance on study days is mandatory for VDPs in order to complete their year and receive certification. If you are ill or miss a study day you will be expected to attend a course (on the topic missed) at your own expense prior to being signed off. Medical certificates are required for absence through illness.

Trainers

Trainers are most welcome to attend the study day course at any time and should attend a minimum of 12 sessions of Vocational Training Activity throughout the year. End of term assessment sessions are mandatory. In addition trainers should attend one Trainer Meeting each term.

Paperwork

We try to keep paperwork to a minimum. Please try to help us by promptly returning any questionnaires, application forms and payments when requested.

VDP Input and Feedback

This is your course and your enthusiastic participation is essential. We do need to know your opinion of it so that standards can be maintained and necessary improvements made.
Obligations of VDPs

Your trainer has undertaken to ensure that you receive excellent training during your VDP year. In response to this it is necessary for you to:

- Show a willingness to learn
- Foster good relationships with colleagues
- In discussion with your trainer formulate an individual training programme within a month of your new appointment
- Maintain your PDP and make it available at all tutorials and day release
- Participate in a weekly tutorial with your trainer
- Attend all day releases and participate to your full capacity
- Ensure holiday is taken outside of term time
- Produce the literature review & case presentation to your best standard
- Participate in peer review and clinical audit
- Manage the psychological aspects of patient care
- Work successfully as a member of the practice team
- Make competent and confident professional decisions, realising personal strengths and weaknesses including the need to refer as appropriate
- Work with regard to ethics and confidentiality
- Demonstrate that you understand that continuing professional development should be a lifelong commitment

Attendance at day-release courses

Attendance of all days is compulsory in order to receive your completion certificate at the end of the year. A record of attendance is kept. Holidays, interviews etc. need to be arranged outside of the term times.
If you are sick, please telephone the Advisor by 9am. A medical certificate will be required. You will not be certified at the end of the year unless you have been on a course related to the topic missed, at your own cost an in your own time.

Punctuality at day-release courses

The start time is indicated in the programme; please remember that you will be expected to be present in advance of this time. If you arrive late you may be excluded from the course for that day. You will need to attend a similar course at your own expense and in your own time. You will be expected to give a twenty minute presentation about the course to the rest of the group.

Dress at day-release courses

Professional standards of dress are expected at the day release course. Jeans, trainers and T-shirts are rarely appropriate.
SAMPLE EDUCATIONAL AGREEMENT BETWEEN THE
POSTGRADUATE DENTAL DEAN AND THE VOCATIONAL DENTAL
PRACTITIONER:-

VDP's name and address

.................................................................

.................................................................

THE PURPOSE OF THIS AGREEMENT IS TO SET OUT THE TERMS OF YOUR
PARTICIPATION AS A VDP IN THE OXFORD/NORTHAMPTON/WINCHESTER VOCATIONAL
TRAINING SCHEME. THIS IS NOT A CONTRACT OF EMPLOYMENT.

As the Vocational Dental Practitioner named above I agree to carry out, to the best of my abilities, the duties listed below for the period of my vocational training placement.

I agree to meet the obligations listed below.

- Work as a VDP salaried assistant for the duration of the Vocational Training year under the terms of the nationally agreed contract.
- Take up the VDP placement once accepted, enter into the nationally agreed contract of employment with my Trainer and abide by its terms in all respects.
- Participate in an initial PDP interview to identify my strengths and weaknesses and work with the Trainer to draw up a development plan. (PDP is the Professional Development Portfolio in Dental Vocational Training).
- Work under the direction of the Trainer and seek advice and help on clinical and administrative matters where necessary.
- In the interests of good patient care and the good management of the practice, draw the Trainer's attention to any problems encountered immediately they become apparent.
- Attend regular weekly tutorials within normal practice hours (such tutorials to be of at least one hour's duration and recorded in the PDP).
- Diligently attend the 30-day study course programme and ensure that holidays do not lead to absence from the study course.
- Cooperate with the Trainer and the practice so that I make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, I am fully occupied.
- Work with the Trainer to ensure that my progress and professional development are assessed and monitored, using the Professional Development Portfolio (PDP) and any other material provided for this purpose; and to ensure that the relevant documentation is kept up-to-date.
- Undertake any specified activities as part of the assessment process within vocational training.
• Not work additional hours for additional monies within or outside the practice whilst working within the terms of VT contract.

• Act as a full and committed member of the dental practice team, participating in practice meetings, following proper practice protocols and cooperating with practice staff in all respects.

• Take out professional indemnity cover and practice according to General Dental Council and other relevant professional guidelines.

• In the event of disagreement or dispute with the Trainer, cooperate with the Deanery to resolve the matter expeditiously.

Breaches of the obligations of a VDP will be reviewed by the Postgraduate Dental Dean and VT Advisers and, where appropriate, may result in suspension following due investigation.

SIGNATURE: 

Mrs Helen Falcon  
Dental School Director / Postgraduate Dental Dean

SIGNATURE: 

Vocational Dental Practitioner

DATE: 
Day Release Course

The day release course is for a minimum of 30 days, spread over three terms. It is planned to help you in developing all the necessary skills required for successful general practice. The majority of the courses are based at the George Pickering Postgraduate Centre, John Radcliffe Hospital, but some days may be held at other venues, or combined with the Northamptonshire scheme in Kettering. Most days will begin with a problem solving opportunity where problems of any nature may be openly discussed with your peers and Adviser.

The structure of the course is not rigid, and all attempts are made to tailor the contents to the VDP’s requests via the Advisor. The days will be a mixture of lectures and discussions. Your full participation is required for their success.

Session Evaluation

The day release course is constantly adapted to meet your needs and requirements. We need feedback in order to make improvements and maintain standards. It is therefore important for you to complete an evaluation form for each session (copy overleaf). In this way we have a measure of the value and standard of each presentation and can make any necessary refinements.

Please make sure that you complete the evaluation forms. Free comments are particularly valuable as they may raise points that were not discussed during the presentation.

Remember you are benefiting from the feedback given by previous VDPs.
**Title of course:**

**CPD Hours**

**Date:**

**Venue:**

**Status:**
- Primary Dental Care Dentist
- Hospital Dentist
- Dental Therapist
- Dental Nurse
- Hygienist
- Dental Techs
- VT
- Other

**Year of Qualification (to be completed in all cases):**

---

**Section A**

1. Is there anything that you would have liked covered that was omitted from the course?

2. In your view what was the most successful and/or useful aspect of the course?

3. In what way do you think that this course will have influenced you or changed your practice?

4. Should the module be included in future course programmes? Yes / No
   If yes at what point in the training year – 1st Term, 2nd Term, 3rd Term?

5. What courses would you like in the future?

---

**Section B**

Please consider the following statements and decide if they clearly reflect your views. Please give a score of between 1 and 10 (1 = strongly disagree, 10 = strongly agree)

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>I think that this course will be useful for my clinical practice/teaching practice.</td>
</tr>
<tr>
<td>B</td>
<td>I think the course provider fulfilled the stated aims and objectives of the course.</td>
</tr>
<tr>
<td>C</td>
<td>I think the course fulfilled my expectations based on the information I received before attending.</td>
</tr>
<tr>
<td>D</td>
<td>I think the course was designed and delivered at the right level for my experience.</td>
</tr>
<tr>
<td>E</td>
<td>I think that the lecturer(s) used the best available evidence on the subject.</td>
</tr>
<tr>
<td>F</td>
<td>I think the administration/organisation of the course was good</td>
</tr>
<tr>
<td>G</td>
<td>The venue was suitable.</td>
</tr>
</tbody>
</table>

Comments on the above:

---

**Section C**

Standard of Speaker(s)’ Presentation

Please give a score of between 1 and 10 (1 = Poor, 10 = Excellent)

<table>
<thead>
<tr>
<th>Speaker(s) name</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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DIRECTIONS TO:

GEORGE PICKERING EDUCATION CENTRE
OXFORD

The George Pickering Education Centre is situated on Level 3 of the main building of the John Radcliffe Hospital in Headington.

There are ‘Pay on Foot’ car parks. The machines accept notes and coins and give change. For more information see http://www.oxfordradcliffe.nhs.uk/forclinicians/postgrad/georgepickering.aspx.

On entering the main hospital on Level 2 go to the central lift area. Use the stairs to walk up to Level 3. Turn right and go through the brown double doors, keep walking along the corridor. On your left is the Postgraduate Centre.
DIRECTIONS TO:
PRINCE WILLIAM EDUCATION CENTRE
KETTERING

The Prince William Education Centre is to be found on the main site of the Kettering General Hospital.

One hundred metres from the main entrance of the hospital – off the A6 Kettering to Rothwell road – is a large ‘Pay on Foot’ car park on the left hand side. For more information see http://www.kgh.nhs.uk/welcome

Opposite this car park is a small staff parking area. Make your way to this point and follow the sloped pathway from the staff parking area down to the double green PVC entrance doors. Turn right through the doors and the Postgraduate Centre is approximately 25 metres on the left.

Arrival by bus or taxi brings you direct to the main hospital front entrance. Directions can either be sought from the reception there or you can follow the signs for Physiotherapy and the Day Case Unit. The Postgraduate Centre is situated in the corridor between these two departments.
The John Lister Postgraduate Centre can be found on the main site of the Wexham Park Hospital, Slough.

If you are travelling to the centre by road from the M4, leave at junction 5 (Langley), take the exit marked Slough and continue along the A4 across 3 sets of lights. At the 1st roundabout take 3rd exit (A412 Uxbridge Road) and continue on the A412 across two sets of lights, and at the third set of lights (opposite the Green Man public house) turn left into Church Lane and take right exit on sharp left bend to Wexham Park Lane. Take the 1st left into ‘Entrance 4’ and take the 2nd left into the Postgraduate Centre car park.

From the M40, leave at Junction 1 follow the signs to Slough and at ‘Crooked Billet’ roundabout go straight ahead onto A412, Uxbridge Road and continue for a mile, keep towards the right hand lane, cross the 1st set of lights (travel under foot bridge) at the 2nd set of lights turn down Church Lane. Take right exit on sharp left bend to Wexham Park Lane. Take the 1st left into ‘Entrance 4’ and take the 2nd left into the Postgraduate Centre car park.

If travelling by bus from Slough rail station, continue straight up the hill, bus station is on the right. Buses run regularly from the station to Wexham Park Hospital main entrance.

On arrival the Postgraduate centre has its own car park which is free. Dependant on the amount of courses running on a particular day a barrier may be down preventing access to the car park if this is the case, press the buzzer on the right hand side and you will be put through to reception who will let you through.
Learning Portfolio

Development in all walks of professional life is dependant upon records of the extent and nature of previous experience. Developing a good habit with regards to record keeping from the outset best performs this. Completion of Vocational Training is dependant upon your maintaining and keeping up to date your Learning Portfolio (LP), and regularly discussing the LP with your trainer. The LP should be brought to all practice tutorials and study days, making it available for the VT advisor when requested.

The LP is not only a record; it is a working tool for self-assessment and development. It encourages reflective learning and enables an individual and personal record of experience, achievements and vocational commitment.

The LP includes regular assessments and these are seen as the shared responsibility of the VDP and the trainer, with the advisor reviewing progress. Self-assessment will help the VDP to acquire the skills of reflection and self-monitoring, and help create topics which can be discussed during the key learning and development opportunities of the tutorials.

Tutorials

Tutorials are an essential part of your VT year. They should be held during protected time, during the normal working day. They are an excellent opportunity for you to raise concerns or issues with your trainer, to discuss clinical cases or to review your progress with your trainer in your learning portfolio.

The tutorial can take many forms. Sometimes it will be appropriate to see a patient with your trainer if there is a clinical issue that you are unsure or unfamiliar with. Your Trainer may prepare a lecture for you but most often the tutorial is likely to be a two-way discussion about issues that are pertinent to your current practice.

Make the most of your tutorials. Plan in advance the topics you would like to cover. Spend some time to plan your questions and ask your trainer to plan the tutorial with you.

Overleaf are some suggested topics which you should find are covered as the year progresses.
# Examples of Proposed Tutorials

Many tutorials will take the form of DOP’s, Mini-Cex or CBD’s (see later in this folder for explanation of terms).

## Term I
1. NHS Rules & Regulations/Private Treatment Options/SDR
2. Treatment Planning NHS/Private
3. Patient and Staff Communication/Management (phobics) Teamwork/3-way tutorial with nurse
4. Interpreting Radiographs and Taking Them
5. Hands-on – endodontics, pain management, surgicals, prosthetics, trauma, emergencies
6. Referrals
7. Photography
8. Orthodontics
9. Paperwork
10. Nurse Management

## Term II
1. Repetition of some of Term I Topics e.g. Clinical Practice etc.
2. Chair a Practice Meeting
3. Advanced Restorative Techniques
4. Occlusion with referral to Prosthetics
5. Bleaching
6. Paediatrics (General)
7. Lab Communication
8. Pinned Restorations
9. Bonded amalgams
10. Inlays/onlays
11. Endodontic techniques
12. Presentations

## Term III
1. Financial Planning
2. Running a Practice
3. Finding an Accountant – tax/income
4. Future of NHS/Future Careers
5. Contracts & Law
6. Becoming an Associate/maximising income
7. CPD
8. Clinical Governance & Audit
9. PCD
10. Minimising problems/difficulties
11. Contracts
12. Regulations – Health & Safety/Radiology etc.
13. Dealing with reps (e.g. materials)
The following increases to salaries, grants and service costs have occurred:

**TRAINEE SALARY**
£2,449.00 per month from 1 April 2008

**TRAINER GRANT**
£735.00 per month from 1 April 2008

**SERVICE COSTS**
£5,210.00 per month from 1 April 2008

### VDP’s Salary

<table>
<thead>
<tr>
<th>VDP’s gross pay</th>
<th>Superannuation deduction (6.5%)</th>
<th>Net pay for Income tax</th>
<th>National Insurance Employee’s Contribution Contracted-out (CA39) Table D (based on gross pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2449.00</td>
<td>£159.19</td>
<td>£2289.81</td>
<td>£186.52</td>
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</table>

### BSA payment to Trainer from April 2008

<table>
<thead>
<tr>
<th>Training grant</th>
<th>£735.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>VDP’s salary</td>
<td>£2449.00</td>
</tr>
<tr>
<td>(Deduct VDP’s Superannuation Contribution)</td>
<td>- £159.19</td>
</tr>
<tr>
<td>Service costs</td>
<td>£5210.00</td>
</tr>
<tr>
<td><strong>Total (not including Employer’s NIC reimbursement)</strong></td>
<td><strong>£8234.81</strong></td>
</tr>
</tbody>
</table>

The NI contributions quoted above are at contracted out rates from Table D. The code number for “Contracted-out Health Service Workers” (ECON) is E3900 000M, and the NHS Scheme Contracted-out number (SCON) is S2730000B.
GUIDELINES FOR DENTISTS CLAIMING TRAVEL AND SUBSISTENCE FOR ATTENDING DENTAL COURSES

With effect from 1 August 2007

WHO CAN CLAIM?

Claims are only payable to dentists who are on a PCT Performer List and who are working in a GDS Practice which holds an NHS contract; claims are payable in full to the named performer (not the contract provider).

WHAT CAN BE CLAIMED?

Expenses can be claimed to attend UK Deanery-approved courses only

- Second class travel and standard mileage
  For journeys in excess of 300 miles return prior approval must be sought in writing from the PCT
- Accommodation
- Meal allowance
- Car parking (airport parking is excluded)
- Travel costs within the UK only

Notes on allowances
- Overnight allowance: actual receipted cost of bed & breakfast up to a maximum of £55.00; non-commercial accommodation (i.e. friends or relatives) = £25.00. Meal allowance: per 24-hour period = £20.00. Daily allowance: Lunch (applicable when more than five hours away from practice, including the times between 12:00-2:00 p.m.) = £5.00; Evening meal (applicable when away from the practice for more than 10 hours after 7:00 p.m.) = £15.00. Mileage allowance: dentist using their own vehicle (shortest practicable route between home/practice & place visited) = £0.23 per mile; dentist carrying one or more named eligible dentists to the same course = £0.02 per mile.

HOW ARE CLAIMS PAID?

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

Claims must be submitted within 3 months of the event.

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

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

Payment will be made via monthly schedules from the Dental Practice Division of the Business Service Agency.

Keep a copy of each FP84 and your receipts for your records and send the originals to your PCT.

Sample Claim Form on next page:
CERTIFICATE OF ATTENDANCE/CLAIM FOR:
TRAVEL/SUBSISTENCE EXPENSES FOR SECTION 63 & VOCATIONAL TRAINING COURSE

Please complete in BLOCK CAPITALS throughout and send it to your PCT

1. Particulars of dentist (please fill in both home and practice addresses)

Surname
First Name
GDC Number
Dentist's contract number

2. Details of course (please fill in a separate form for each course attended): NB – KITS members; please provide your postal address.

Sec 63 ☐ VT ☐ Other approved ☐ Other verifiable (inc. e-learning) ☐ (place "x" in relevant box)

Title of course: …………………………………………………………
Venue of course: ………………………………………………………
Date of course: ……….. …… Deanery ………………………………
Length of course (hours): …………………

Signature confirming attendance: ……………………… Date: …………
(Dental Tutor/Centre Administrator/Secretary) Postgraduate centre/organiser’s stamp

Notes on allowances - Overnight allowance: actual receipted cost of bed & breakfast up to a maximum of £55.00; non-commercial accommodation (i.e. friends or relatives) = £25.00. Meal allowance: per 24-hour period = £20.00. Daily allowance: Lunch (applicable when more than five hours away from practice, including the times between 12:00-2:00 p.m. = £5.00; Evening meal (applicable when away from the practice for more than 10 hours after 7:00 p.m.) = £15.00. Mileage allowance: dentist using their own vehicle (shortest practicable route between place of work & place visited) = £0.23 per mile; dentist carrying one or more named eligible dentists to the same course = £0.02 per mile.

3. Expenses Section 63 and VT courses only

Use separate line for each type of expense.
Relevant tickets/receipts or a credit card statement MUST accompany all claims

<table>
<thead>
<tr>
<th>Date</th>
<th>Time of departure</th>
<th>Time of return</th>
<th>Full particulars of journey - i.e. type of transport, exact start and end points together with any diversions &amp; other expenses such as car parking &amp; extra passengers</th>
<th>Round trip miles (car only) @£0.23/mile</th>
<th>Miles</th>
<th>Other Expenses</th>
<th>Expenses Total (a)</th>
<th>Subsistence (b)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Contract number of passenger:

Totals

Dentists must complete the ‘TOTAL’ box in order to claim travel & subsistence: TOTAL (a) + (b) = £

I declare that the mileage allowances and expenses claimed herein were incurred solely on journeys to attend Section 63 courses or vocational training courses and that the charges are in accordance with the Department of Health Regulations in force at present and, that, where the full mileage rate has been claimed, public transport would not have been appropriate. I declare that the information given on this form is correct and complete and I understand that, if it is not, action may be taken against me. For the purpose of verification of this claim I consent to the disclosure of sufficient documentary evidence to demonstrate its accuracy to the Secretary of State or Primary Care Trust.

Signature of dentist: ……………………… Date: …………… (KEEP A COPY OF FORM FOR YOUR RECORDS)
AUTUMN TERM
### Programme at a Glance

9 am Thursdays at The George Pickering Education Centre, Level 3, John Radcliffe Hospital, Headington, Oxford OX3 9DU. Tel: 01865 221865, unless otherwise stated.

### Autumn Term
7 August ~ 11 December 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>AM</th>
<th>PM</th>
<th>Verifiable CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td><strong>Introduction to VT and to General Practice</strong></td>
<td><strong>Welcome &amp; Introduction to VT Training</strong></td>
<td><strong>Team Building</strong></td>
</tr>
<tr>
<td>7 August</td>
<td>Shalin Mehra</td>
<td>Raj Rattan</td>
<td>Raj Rattan</td>
</tr>
<tr>
<td></td>
<td>Getting to Know Each Other</td>
<td>Morning session for Trainers and VDPs</td>
<td>Afternoon session for VDPs only</td>
</tr>
<tr>
<td></td>
<td>9.30 Coffee for 10.00 start</td>
<td>5 hours</td>
<td>5 hours</td>
</tr>
<tr>
<td>14 August</td>
<td>Iain Cuthbertson &amp; Tiffany Goddard DDU</td>
<td>Briefing for the VT Year</td>
<td>5 hours</td>
</tr>
<tr>
<td>21 August</td>
<td>Record Keeping</td>
<td>NHS Regulations/Examination &amp; Consent/Diagnosis &amp; Referrals</td>
<td>5 hours</td>
</tr>
<tr>
<td>28 August</td>
<td>Of Art the Communication</td>
<td>Cascade Company</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

Northampton & Oxford Scheme Oxford Science Park
### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
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<tbody>
<tr>
<td>4 September</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>7, 8 &amp; 9 September</td>
<td><strong>Lake Vyrnwy Residential Course</strong> (Sunday evening – Tuesday inclusive)</td>
</tr>
<tr>
<td>Northampton, Oxford &amp; Winchester Scheme in Wales</td>
<td>5.30 pm Sunday – Trainers’ Meeting 10 hours</td>
</tr>
<tr>
<td>11 September</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>18 September</td>
<td>Periodontics</td>
</tr>
<tr>
<td></td>
<td>Graham Smart &amp; Phil Ower</td>
</tr>
<tr>
<td>25 September</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
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</table>

### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>2 October</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>8 October</td>
<td>Removable Prosthodontics</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sandip Popat</td>
</tr>
<tr>
<td>9 October</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>16 October</td>
<td>Clinical Audit</td>
</tr>
<tr>
<td></td>
<td>Kevin Atkinson</td>
</tr>
<tr>
<td></td>
<td>Management of Dental Emergencies</td>
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<tr>
<td></td>
<td>Doug Robertson</td>
</tr>
<tr>
<td>23 October</td>
<td>Complaints Handling</td>
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<tr>
<td></td>
<td>Steve Brookes</td>
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<td></td>
<td>Clinical Photography</td>
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<td></td>
<td>Tejas Udani</td>
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<tr>
<td>24 October</td>
<td>Risk Management in General Dental Practice</td>
</tr>
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<td></td>
<td>John Cameron</td>
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<tr>
<td>30 October</td>
<td>Endodontics</td>
</tr>
<tr>
<td>Wexham Park Hospital</td>
<td>Tony Hoskinson</td>
</tr>
<tr>
<td></td>
<td><em>Half the group – to be advised - to attend the endo course, other half to work in practice</em></td>
</tr>
<tr>
<td>31 October</td>
<td>Endodontics</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Tony Hoskinson</td>
</tr>
<tr>
<td>Wexham Park Hospital</td>
<td><em>Half the group – to be advised - to attend the endo course, other half to work in practice</em></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6 November</td>
<td>Hands-on Oral Surgery&lt;br&gt;John Rout and Chris Wright&lt;br&gt;5 hours</td>
</tr>
<tr>
<td>13 November</td>
<td>VDP First Term Appraisals&lt;br&gt;Appraisal time to be confirmed – rest of day to be worked in practice&lt;br&gt;2.5 hours</td>
</tr>
<tr>
<td>20 November</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>27 November</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
</tbody>
</table>

<table>
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<tbody>
<tr>
<td>4 December</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>11 December</td>
<td>Feedback to Trainers of VDP First Term Appraisals&lt;br&gt;Mike Cooper&lt;br&gt;Trainers’ Workshop&lt;br&gt;Trainers’ Meeting including lunch&lt;br&gt;Christmas Meal organised by the VDPs ~ everyone welcome&lt;br&gt;5 hours</td>
</tr>
</tbody>
</table>

END OF TERM
Oxford Dental Vocational Training Scheme 2008 ~ 2009
Autumn Term Day Release

AUTUMN TERM
7th August – 11 December 2008

Thursday 7th August

This is a joint day for both the Oxford and Northampton Scheme VDPs and their Trainers at the George Pickering Education Centre, John Radcliffe Hospital, Headington, Oxford.

9.30am  Coffee and Registration

10.00am  Welcome & Introduction to VT Training
Shalin Mehra, Northampton Scheme Adviser

10.15am  Getting to Know Each Other (morning session for VDPs and Trainers)
Raj Rattan

A half-day course for VDPs and Trainers to establish ground rules and expectations from each other for the coming year.

Aims & Objectives
• Trainers negotiate what we expect of our VDPs
• VDPs negotiate what we expect from our trainers during the coming year
• Agree the ground rules for giving and receiving feedback
• VDP “bonding” session (pm only)

12.30pm  Lunch

1.45pm  Team Building
Raj Rattan

CPD – 5 hours

Thursday 14 August

9.00am  The Week’s Experiences
Mike Cooper

10.00am  Open and Shut Case
Iain Cuthbertson BDS LDSRCS, Dento-Legal Adviser, DDU
Tiffany Goddard, Dental Liaison Manager, DDU

A video covering consent, confidentiality, record keeping and other dento-legal matters of daily relevance to the VDP.

Aims & Objectives
• Communicating bad news to patients
• Dealing with emergencies in and out of practice hours
• Handling complaints
• A negligence case

12.30pm  Lunch
1.45pm Briefing for the VT Year / Learning Styles
Mike Cooper

An overview of the VT Programme

Aims & Objectives
- Agree expectations and ground-rules within the VT group
- Complete questionnaires to assess different learning styles within the group
- Discuss how learning styles may influence teaching and learning during the VT year

CPD – 5 hours

Thursday 21 August

9.00am The Week’s Experiences
Mike Cooper

10.00am Record Keeping
Michael Critchlow RDO

12.30pm Lunch

1.45pm NHS Regulations/Examination & Consent/Diagnosis & Referrals
Mike Cooper

Aims & Objectives
- Assess and address understanding of relevant NHS regulations
- Discuss issues regarding legal consent for patients
- Discuss common case presentations and diagnoses - when to treat and when to refer

CPD - 5 hours

Thursday 28 August

This is a joint day for both the Oxford and Northampton Scheme VDPs at the Magdalen Centre, Oxford Science Park

9.00am The Week’s Experiences
Shalin Mehra & Mike Cooper

10.00am Of Art The Communication
Cascade Company - Carol Brooking & Kit Maher

This workshop will focus on key skills of communication by exploring how they often go wrong. Through the day the importance of listening over hearing, the power of non verbal communication, how to deal with difficult situations with patients and some tools for promoting good working relationships with staff will be looked at. The day is interactive and fun and there is NO role play.

Aims & Objectives
- To understand the importance and power of good non verbal communication.
- To appreciate the value of good listening skills and how body language can be supportive or undermining.
- To be able to diffuse aggressive situations.
- To know how feedback can be a great motivator.
Thursday 4 September

NO DAY RELEASE – WORK IN PRACTICE

Sunday 7, Monday 8, Tuesday 9 September

LAKE VYRNWY
RESIDENTIAL COURSE

This is a joint residential course for both the Northampton, Oxford and Winchester Scheme Trainers and VDPs.

Full programme to follow.

Sunday pm    Arrival
5.30pm        Trainers’ Meeting
8.00pm        Reception Dinner

Monday       The Lake Vyrnwy Challenge for VDPs
8.00pm        Black Tie Dinner

Tuesday
9.00am        Sandip Popat
              Consultant in Restorative Dentistry
              John Radcliffe Hospital, Oxford
4.00pm        Close

Venue: Lake Vyrnwy Hotel, Llanwddyn, Montgomeryshire, Mid Wales

CPD – 10 hours

Thursday 11 September

NO DAY RELEASE – WORK IN PRACTICE
Thursday 18 September

9.00am  The Week’s Experiences
        Mike Cooper

10.00am  Periodontics
        Graham Smart, Specialist in Periodontics / Associate Director NESC Dental School
        Phil Ower, Specialist in Periodontics

        An initial short presentation on periodontal diagnosis followed by groupwork (working in groups of 3 or 4) on cases with diagnostic dilemmas or problems. A second, slightly longer, presentation on treatment options is followed by groupwork and discussion on more complex cases. Graham and Phil supply sufficient photographs and radiographs of cases they have treated for each group. A detailed workbook is provided for participants. Most of the day is spent in discussion and the topics covered vary, depending on the direction of the discussion.

Aims & Objectives

- To appreciate the range of periodontal conditions that require treatment, and those that do not; to understand the principal aetiological and risk factors involved in the development of periodontal diseases
- To understand the importance of screening and assessment for periodontal disease in general dental practice
- To appreciate the range of treatment options available for periodontal diseases
- To understand when new treatment techniques, such as regeneration, can be used
- To understand the relevance of antimicrobials in periodontal treatment; to be able to undertake long-term treatment planning in complex cases.

CPD - 5 hours

Thursday 25 September

NO DAY RELEASE – WORK IN PRACTICE
Thursday 2 October
NO DAY RELEASE – WORK IN PRACTICE

Wednesday 8 October

9.00am The Week’s Experiences
Mike Cooper

10.00am Removable Prosthodontics
Sandip Popat

Aims & Objectives
• To discuss common difficulties in removable prosthodontics
• To demonstrate and teach methods of overcoming difficulties with partially and fully edentate patients

CPD – 5 hours

Thursday 9 October
NO DAY RELEASE – WORK IN PRACTICE

Thursday 16 October

9.00am The Week’s Experiences
Mike Cooper

10.00am Clinical Audit
Kevin Atkinson

What is Clinical Audit and what PCTs require in terms of Clinical Governance and Audit.

The Clinical Governance performance framework produced by the DH.

Aims & Objectives
• See how audit is a useful tool for you to appraise your own quality of care and how it fits into good Clinical Governance.
• What the basic ingredients and structure of an audit are
• A practical exercise to design an audit on a clinical subject using a proforma approach
• Looking at the collaborative clinical records audit
• Looking at radiography and Health and Safety audits

12.30pm Lunch

1.45pm Management of Dental Emergencies
Doug Robertson

Aims & Objectives
• To discuss presentation and management of dental emergencies in general practice

CPD – 5 hours
Thursday 23 October

9.00am  The Week's Experiences  
Mike Cooper

10.00am  Complaints Handling  
Steve Brookes

Overview of the complaints handling procedure in general dental practice today.

Aims & Objectives
- Understand the nature of complaints
- Understand the NHS complaints regulations
- Understand the GDC DCS complaints regulations
- Group work following two example complaints from start to finish

12.30pm  Lunch

1.45pm  Clinical Photography  
Tejas Udani

Aims & Objectives
- Understanding photographic principles
- How to photograph clinical situations
- How to evaluate the results to enable improved quality
- Hands-on practice
- Use of mirrors and imaging software

CPD – 5 hours

FRIDAY 24 October

9.00am  The Week's Experiences  
Mike Cooper

10.00am  Risk Management in General Dental Practice  
John Cameron, Senior Dental Adviser, NHS National Services Scotland, also Independent Dental Adviser

A mixture of lectures and audience participation and small group discussion to identify risks in general dental practice, how to reduce risk and how to deal with problems or difficulties which arise.

Aims & Objectives
- To be able to identify main areas of risk
- To introduce a system of risk identification and management in practice and thereby reduce risk
- Preventing and dealing with complaints
- To identify pertinent legislation and its effects when working in practice

CPD – 5 hours
Thursday 30 October

9.00am  The Week’s Experiences
         Mike Cooper

10.00am Hands-on Endodontics
        Tony Hoskinson, BDS MSc Specialist in Endodontics

A one-day hands-on course on current canal preparation and obturation techniques.

Aims & Objectives
- Provide current thinking on the philosophy and rationale of RCT
- Discuss root canal system anatomy and access cavity preparation
- Discuss irrigation techniques and current research on materials available
- Describe Crown-down canal preparation and practice technique on blocks and extracted teeth
- Describe some current obturation techniques and practice techniques as above

Half the group - to be advised – to attend the endo course, other half to work in practice.

Venue: Skills Lab, John Lister Postgraduate Centre, Wexham Park Hospital

CPD – 5 hours

FRIDAY 31 October

9.00am  The Week’s Experiences
         Mike Cooper

10.00am Hands-on Endodontics
        Tony Hoskinson, BDS MSc Specialist in Endodontics

A one-day hands-on course on current canal preparation and obturation techniques.

Aims & Objectives
- Provide current thinking on the philosophy and rationale of RCT
- Discuss root canal system anatomy and access cavity preparation
- Discuss irrigation techniques and current research on materials available
- Describe Crown-down canal preparation and practice technique on blocks and extracted teeth
- Describe some current obturation techniques and practice techniques as above

Half the group - to be advised – to attend the endo course, other half to work in practice.

Venue: Skills Lab, John Lister Postgraduate Centre, Wexham Park Hospital

CPD – 5 hours
### Thursday 6 November

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9.00am</td>
<td><strong>Hands-on Oral Surgery</strong>&lt;br&gt;John Rout, Consultant Oral &amp; Maxillofacial Radiologist, Birmingham Dental Hospital&lt;br&gt;Chris Wright, Lecturer in Oral Surgery, Birmingham Dental Hospital</td>
</tr>
</tbody>
</table>

The course will cover complications of tooth extractions, wisdom tooth assessment, apical surgery and simple biopsy techniques.

**Aims & Objectives**
- Update on the management of tooth extraction complications
- Teach hands-on oral surgery techniques applicable to general dental practice
- Hands-on experience with root removal, apical surgery, wisdom tooth removal and simple biopsy
- Practice suturing

**Venue:** Skills Centre, Prince William Education Centre, Kettering General Hospital

**CPD – 5 hours**

### Thursday 13 November

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9.00am</td>
<td><strong>VDP First Term Appraisals</strong>&lt;br&gt;VDP to attend for their interview only and rest of day spent in practice.</td>
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</table>

**Schedule to be advised**

**CPD – 2.5 hours**

### Thursday 20 November

**NO DAY RELEASE – WORK IN PRACTICE**

### Thursday 27 November

**NO DAY RELEASE – WORK IN PRACTICE**
<table>
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<th>Time</th>
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<tbody>
<tr>
<td>Thursday 4 December</td>
<td>NO DAY RELEASE – WORK IN PRACTICE</td>
</tr>
<tr>
<td>Thursday 11 December</td>
<td><strong>Feedback to Trainers of VDP First Term Appraisals</strong></td>
</tr>
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<td></td>
<td>Structured interview, one-to-one, Adviser with Trainer</td>
</tr>
<tr>
<td>10.00am</td>
<td><strong>Trainers’ Workshop</strong></td>
</tr>
<tr>
<td>12.00noon</td>
<td><strong>Trainers’ Meeting including lunch</strong></td>
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<td></td>
<td>Group discussion of progress within the VT group and any anonymised concerns raised</td>
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<tr>
<td>2.00pm</td>
<td><strong>VDPs Hot Tips</strong></td>
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<td></td>
<td>VDPs to individually deliver short informative presentations of tips and hints from general practice.</td>
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</tbody>
</table>

**Aims & Objectives**

- To practice and develop public speaking and presentation skills

**Christmas Meal for VDPs and Trainers** – to be organised by the VDPs

**CPD – 5 hours**

**END OF TERM**
<table>
<thead>
<tr>
<th>SPEAKERS</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Atkinson</td>
<td>The Dental Centre, 11 Elizabeth Street, Corby, Northants Tel: 01536 203265 Email: <a href="mailto:Kjatkinson57@aol.com">Kjatkinson57@aol.com</a></td>
</tr>
<tr>
<td>Steve Brookes</td>
<td>Woodview Dental Clinic, Holmecross Road, Thorplands, Northampton NN3 8AW Tel: 01604 670977 Email: <a href="mailto:steve@sbrookes.freeserve.co.uk">steve@sbrookes.freeserve.co.uk</a></td>
</tr>
<tr>
<td>Carol Brooking Kit Maher</td>
<td>Cascade Company, PO Box 70, Truro, Cornwall TR4 9YF Tel: 01872 222216</td>
</tr>
<tr>
<td>John Cameron</td>
<td>Senior Dental Adviser, NHS National Services Scotland, also Independent Dento-legal Adviser Tel: 0131 275 7173 Email: <a href="mailto:jadcamdent@aol.com">jadcamdent@aol.com</a> <a href="mailto:john.cameron@psd.csa.scot.nhs.uk">john.cameron@psd.csa.scot.nhs.uk</a></td>
</tr>
<tr>
<td>Michael Critchlow</td>
<td>Clinical Policy Adviser, NHSBSA Dental Services Tel: 01323 433304 Email: <a href="mailto:mcritchlow@dpb.nhs.uk">mcritchlow@dpb.nhs.uk</a></td>
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<tr>
<td>Iain Cuthbertson</td>
<td>Dento-Legal Adviser, The DDU, 230 Blackfriars Road, London SE1 8PJ Tel : 020 7202 1516 Email : <a href="mailto:cuthberti@the-ddu.com">cuthberti@the-ddu.com</a> Dental Liaison Manager Email : <a href="mailto:goddardt@the-ddu.com">goddardt@the-ddu.com</a></td>
</tr>
<tr>
<td>Tiffany Goddard</td>
<td></td>
</tr>
<tr>
<td>Tony Hoskinson</td>
<td>The Chequers Endodontic Practice, 7 Chequers Drive, Prestwood, Great Missenden, Buckinghamshire HP16 9DU Tel: 01404 891133 Email: <a href="mailto:th@endo.co.uk">th@endo.co.uk</a></td>
</tr>
<tr>
<td>Ros Mitchell</td>
<td>Tel: 01869 604043 Email: <a href="mailto:rosalind.mitchell@oxfordshirepct.nhs.uk">rosalind.mitchell@oxfordshirepct.nhs.uk</a></td>
</tr>
<tr>
<td>Lynn Myers</td>
<td>Professor of Health Psychology, Centre for the Study of Health and Illness, Brunel University, Uxbridge, Middlesex UB8 3PH Tel: 01895 265879 Email: <a href="mailto:Lynn.Myers@brunel.ac.uk">Lynn.Myers@brunel.ac.uk</a> Website: <a href="http://www.brunel.ac.uk/about/acad/sssl/sssslstaff/psychstaff/lynnmyers">http://www.brunel.ac.uk/about/acad/sssl/sssslstaff/psychstaff/lynnmyers</a></td>
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<td>Sandip Popat</td>
<td>Consultant in Restorative Dentistry, John Radcliffe Hospital, Oxford OX3 9DU Email: <a href="mailto:Sandip.Popat@orh.nhs.uk">Sandip.Popat@orh.nhs.uk</a></td>
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<td>Raj Rattan</td>
<td><a href="mailto:raj@rattan.uk.com">raj@rattan.uk.com</a></td>
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<td>Doug Robertson</td>
<td>The Dental Clinic, Abington Health Complex, Beech Avenue, Northampton NN3 2JG Tel: 01604 721525 Email: <a href="mailto:dougrob@waitrose.com">dougrob@waitrose.com</a></td>
</tr>
<tr>
<td>John Rout</td>
<td>Consultant Oral &amp; Maxillofacial Radiologist, Birmingham Dental School, The University of Birmingham, St Chad’s Queensway, Birmingham B4 6NN Tel: 0121 237 2780 Email: <a href="mailto:p.g.j.rout@bham.ac.uk">p.g.j.rout@bham.ac.uk</a></td>
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</tr>
<tr>
<td>Graham Smart</td>
<td>Email: <a href="mailto:GrahamSmart@talktalk.net">GrahamSmart@talktalk.net</a></td>
</tr>
<tr>
<td>Phil Ower</td>
<td>Email: <a href="mailto:GJSPeriodontist@aol.com">GJSPeriodontist@aol.com</a></td>
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<tr>
<td></td>
<td>Email: <a href="mailto:Philip.Ower@btinternet.com">Philip.Ower@btinternet.com</a></td>
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<tr>
<td></td>
<td>Email: <a href="mailto:phil@periocourses.co.uk">phil@periocourses.co.uk</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.periocourses.co.uk">www.periocourses.co.uk</a></td>
</tr>
<tr>
<td>Tejas Udani</td>
<td>Email: <a href="mailto:tejas.udani@voa-pct.nhs.uk">tejas.udani@voa-pct.nhs.uk</a></td>
</tr>
<tr>
<td>Chris Wright</td>
<td>Lecturer in Oral Surgery, Birmingham Dental School, The University of Birmingham,</td>
</tr>
<tr>
<td></td>
<td>St Chad’s Queensway, Birmingham B4 6NN</td>
</tr>
<tr>
<td></td>
<td>Tel: 0121 237 2795</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:tchwright@btinternet.com">tchwright@btinternet.com</a></td>
</tr>
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</table>
# WHAT YOU CAN CLAIM

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel &amp; Subsistence Allowance/Other Expenses</th>
<th>Amount</th>
</tr>
</thead>
</table>
| **Day Releases at Oxford** | Lunch  
Car Parking  
Mileage  
Passenger Allowance (one or more passengers attending same course) | £5.00  
As your ticket shows  
23 pence per mile  
2 pence per mile |
| **Day Releases at other venues** | Lunch  
Car Parking  
Mileage  
Passenger Allowance (one or more passengers attending same course)  
Overnight Accommodation if applicable (night before) | £5.00  
As your ticket shows  
23 pence per mile  
2 pence per mile  
£55.00 |
| **Lake Vyrnwy Residential Course** | Details will be in the Programme & Information Pack distributed nearer the time | To be advised |

*Please remember to obtain receipts.*
VIDEO CONSULTATION

After a few weeks in your practice, when you are comfortable and familiar with your environment, it is a very useful exercise to video a consultation and critically analyse your performance. This may be analysed with your trainer during a tutorial, or just for your own information. Try to see yourself as others and as your patients see you. What went well? What would you do differently?

THE 5 Cs MODEL

1. **CONNECT**
   Opening point
   - introduction
   - initiating the session

   **Look for:**
   - body language
   - Greeting
   - Seating – appropriate position
   - Eye contact
   - non-verbal skills
   - putting patient at ease
   - attire – tunic, mask, glasses, gloves

2. **COLLECT**
   History
   - medical, social, dental – non-specific and specific
   Examination
   - explanation of what will happen, specific examination
   Special Investigations

   **Look for:**
   History
   - gathering information eg regular / irregular attenders
   - specific concerns listened to adequately and appropriately explored
   - is the patient complaining? Why?
   - developing rapport with patient
   - **summary by dentist, repeated back to patient**
   Examination
   - oral examination (routine /NP/TA)
   - extra-oral and intra-oral (soft/hard tissues, perio, TMJ, occlusion)
   Special investigation
   - eg vitality, TTP, radiographs, consent to investigations
   - **summary by dentist**

3. **COLLATE**
   - all information gathered to establish a Diagnosis

   **Look for:**
   - use all information gathered towards building a “bigger picture”
   - discussion of options both private and NHS
   - formulate a treatment plan

4. **CONFER AND COST**
   Checking patients/dentists understanding

   **Look for:**
   - treatments, costs, NHS rules and regulations, consent
   - patient understands treatment options and costs
   - dentist understands NHS Rules and Regulations
   - agreement and negotiation with patient on the management plan

5. **CLOSE**

   - when patient is coming back and what for
   - pain in the meantime, what to do
   - establish continued point of contact
VIDEO CONSENT FORM

NAME OF DENTIST ............................................................... DATE

NAME OF PATIENT ...................................................................................

NAME OF COMPANION ..............................................

Dr ......................... is making a video recording of his/her sessions. The camera can be switched off if you request.

The tape will be used for the purposes of continuous development of the dentist, research, learning and teaching purposes.

Dr ......................... is responsible for the security and confidentiality of the video recording. If the tape is to leave the practice it will be carried by hand, by registered post or by personal messenger.

Today’s recording may be seen by the dentist within the practice but may also be shown to one or two other colleagues for teaching and learning purposes.

The tape will be erased as soon as possible but definitely not later than one year after the date of the recording.

To be completed by the Patient

I have read and understood the information leaflet.

☐ I give my permission for my visit to be video recorded.

☐ I do not give my permission for my visit to be video recorded.

Signature of patient before consultation

........................................ Date ........................................

Signature of companion (if present)

........................................ Date ........................................

Following my consultation I am still willing/I no longer wish my consultation be used for the above purpose.

Signature of patient after consultation

........................................ Date ........................................

Signature of companion (if present)

........................................ Date ........................................
“Key Skills”
Core Clinical and Professional Skills

Key Skills were the name given to seven learning modules developed by the faculty of General Dental Practitioners as part of their Career Pathway.

Completing a portfolio of evidence is part of the MJDF qualification and the Key Skills have been renamed as “Core Skills”. As part of your VT year, we require you to complete two Core Skills modules.
They are:
1. September   Record Keeping
2. November   Decontamination and Infection Control

You will have access in your practices to the Smile-On CDs which will be of great help in assembling your Core Skills. The CDs can usually be installed on only one computer, but once installed can be used as many times as necessary. Your practice will hopefully have these already installed in the practice and available for your use. You can choose to purchase, from Smile-on, an additional licence to load the CDs onto your own, home, computer.

Further information about the MJDF examination and the Key Skills see the website: http://www.fgdp.org.uk/exams/mjdf/.

For your information:

The MJDF Portfolio of Evidence will consist of:

- a CV, personal development plan and record of CPD
- five completed core clinical and professional skills (to include the General Dental Council (GDC)'s three mandatory CPD areas)
- a workplace-based audit or research project, and,
- either a clinical case presentation or workplace-based evidenced clinical assessments, e.g. multi-source feedback (MSF), mini clinical evaluation exercise (mini-CEX).
- the requirement for MJDF will be five key skills, three of which must include the GDC's mandatory areas for continuing professional development. Candidates may then select a further two.

Mandatory areas:
- Decontamination and infection control , Medical emergencies , Dental radiography

Two further key skills can be selected from:
- Health and safety , Record keeping , Dental teamwork
- Risk management , Managing complaints , Prevention and public health
- Evidence-based practice , Law and ethics
Clinical Audit

Clinical Audit is part of Clinical Governance and is a GDC requirement for all dentists. All dentists should perform an average of 5 hours Clinical audit each year- assessed in three yearly cycles.

We introduce you to Clinical Audit by means of a small Collaborative Clinical Records Audit (see pages 33-35 in Section 2 of this folder), and then a more comprehensive Radiograph Audit that you will write up and submit for marking as part of the coursework for the MJDF examination.

Audits should have more than one cycle. You will initially perform your audit and make conclusions as to whether your work meets the required standard. You will find areas that could be enhanced and should try to change your practice to improve these areas. You should then revisit the audit at a later date to see if your changes have had an effect.

Your first cycle of audit will be in November. You will complete a second cycle in the New Year.

Sample Audit:

**XRAY AUDIT FOR GENERAL DENTAL PRACTICE**

The topic to be audited including the Aims and Objectives:

*The Dentist and team will carry out an audit in two parts*

Part 1 To audit the justification, quality and use of radiographs in providing adequate information to make effective treatment decisions. To ensure the practices meet the IR(ME)R 2000 regulations and the NRPB guidelines

The source material / references will you be using: See over

The proposed standard: See over

How the activity will be measured and the data analysed: include the data sample size. See over
3.3 THE TOPIC TO BE AUDITED INCLUDING THE AIMS AND OBJECTIVES
To audit the justification, quality and use of radiographs in providing adequate information to make effective treatment decisions. To ensure the practices meet the IR(ME)R 2000 regulations and the NRPB guidelines, local rules in place and staff trained in safe use.

3.4 THE SOURCE MATERIAL / REFERENCES YOU WILL BE USING:
   a) NRPB Guidance Notes for Dental Practitioners on the Safe Use of X-Ray Equipment www.nrpb.co.uk
   b) Selection Criteria for Radiography Faculty of GDP (UK) ISBN 0 9520537 9 9
   d) Self Assessment Manual and Standards SAMS FDGP Section 2 radiology p1-14

3.5 THE PROPOSED STANDARD:
DENTIST will obtain, agree and refer to reference X RAYS by each selecting an example of a ideal xray of each type from their own records (ie peri-apical, bitewing and other views) and use them as the reference standard after agreeing them first together.

The standards will be as recommended in the NRPB Guidelines
   a) A new x-ray should be essential to provide this information and the justification noted on the record
   b) the x-ray should cover the right anatomical area
   c) the teeth should not overlap obscuring possible caries
   d) the films should be correctly exposed and processed without fogging or chemical stains
   e) The films should be mounted with name and date and available at the next visit
   f) The films are viewed and maximum use made of the information in the diagnosis or treatment

The following standards with suggested values are taken from NRPB Guidelines

<table>
<thead>
<tr>
<th>Rating taken from NRPB</th>
<th>target % taken</th>
<th>interim target % taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Excellent</td>
<td>Not less than 70%</td>
<td>Not less than 50%</td>
</tr>
<tr>
<td>2 Clinically Acceptable</td>
<td>Not greater than 20%</td>
<td>Not greater than 40%</td>
</tr>
<tr>
<td>3 Unacceptable</td>
<td>Not greater than 10%</td>
<td>Not greater than 10%</td>
</tr>
</tbody>
</table>
3.6 HOW THE ACTIVITY WILL BE MEASURED AND THE DATA ANALYSED

1. At the time of taking the radiograph the reason is noted on the record card.
2. The films are processed mounted, named and dated and assessed by the dentist using a light box.
3. A data collection sheet will be used to collect the following items of data:
   i) When was previous last film taken
   ii) Reason for taking X-ray?
   iii) Did the X-ray cover the right anatomical area?
   iv) Did the teeth overlap obscuring the area concerned about?
   v) Were the films correctly exposed (was the density and contrast OK)?
   vi) Were the films correctly processed without fogging or stains?
   vii) Were the films mounted correctly named and dated?
   viii) Were the films available when needed?
   ix) Did they give useful information?

SAMPLE SIZE

The dentist will audit 40 x-rays already taken of all types taken in their normal practice (retrospective audit) and a second group of forty x-rays taken after the date of starting the audit of all types taken in their normal practice (prospective audit).

ASPECTS OF AUDIT TO BE CARRIED OUT

At the beginning of the audit the dentist will meet to agree and standardise method.
The dentist will select an example of x-rays of each type taken to act as a reference standard.

At the end of the audit the dental team will meet to agree results, compare the results to the standard and reassess the standard.
Recommendations for change and implementation plan to introduce changes will be agreed. The group will also discuss the learning needs identified by the audit and make recommendations for course and/or training for dentist and staff.

DATA COLLECTION SHEET WILL BE ISSUED AT TIME OF AUDIT
First Term Appraisals

The first term appraisal is an opportunity for you to have a structured one-to-one meeting with your Adviser to review your progress over the past few months.

Please fill in these forms prior to your appraisal:

**Appraisal**

What is appraisal?

Appraisal is an opportunity to recognise and applaud achievement, give constructive feedback and encourage personal and professional development planning (PDP) of the individual.

The appraisal meeting results in specific objectives being produced for next year’s PDP.

It is worth doing because it helps us to:

- Review our past performance
- Improve relationships with those we work with
- Increase our job satisfaction
- Plan our development for the coming year

It has been compulsory for our medical colleagues since 2002 and has become compulsory for dentist’s since April 2006 under the nGDS contract (as have PDP’s for all dentists- not just VDPs).

What it is not:

It is not a performance review in which the performance of a professional is measured against externally imposed criteria.

It is not a threatening process concerned with assessment and negative criticism.

Overview of the process

1. **Date for appraisal**
   
   Select a date that is mutually convenient and enables you both to have sufficient time to collect the evaluations and review them.

2. **The self-evaluation** (to be completed prior to appraisal meeting)
   
   If the objective of being appraised is to help us improve- then as a starting point we need to have an idea of our strengths and weaknesses.
This looks in general terms at your performance as an individual, dentist and team member. The conclusions that you draw from these evaluations, and take to the appraisal, should be fairly general and considered as an opportunity to discuss and review your work.

3. Reviewing the evaluations

Pick out any common themes, and highlight any important points.

Reviewing the evaluations allows us to:

- Identify clinical areas that you feel comfortable with, and those that you feel need further attention
- Look at working and personal relationships across the dental team and with your Trainer
- Check that your practice is allowing you adequate experience with regard to patients mix and work-load
- Review your goals and help develop an Action Plan
- See how your feel about the VT scheme and help us to develop and tailor the scheme to your needs

With the correct attitude, the evaluations will have uncovered much that is good and some things that could be better. Don’t be too self critical- recognise and appreciate your achievements.

Certain ground rules must be adopted to ensure a satisfactory meeting:

Ground Rules

- Sufficient time without interruptions is required.
- The meeting should follow a planned format of which all parties are aware.
- It is confidential and not to be reported to outsiders (unless those involved wish it to happen)
- Feedback is to be critically objective and constructive
- The emphasis is on future development.

4. Written Summary

After the meeting the appraiser should use their notes to prepare a short summary whose comments can be agreed with the appraisee. A copy is then kept by both and reviewed at the next appraisal.

The summary identifies the learning needs and associated objectives for the next years PDP. This then sets you on course for your CPD for the coming year.
Appraisal Self-Evaluation Questionnaire VDP

This form should be completed prior to the appraisal meeting.

As a Dentist
What do you consider that you are doing well?
How do you know?
What part of your job do you find most difficult?
What skills would you need to improve your effectiveness?

As a member of the healthcare team
What are your strengths in terms of team working?
What are your weaknesses?
What are the barriers to your improvement?

As an individual
How might you cope better with stress?
How might you manage your time better?
What obstacles are preventing you from doing a better job?
During the past 3 months what would you consider to have been your major achievement?
During the past 3 months what would you consider to have been your major disappointment?
During the next 12 months what are your personal, educational and practice goals?
How do you plan to achieve these goals?
What resources might you require?

As a VDP
What have you most enjoyed so far?
What have you least enjoyed so far?
How have you found the VT day release programme?
What clinical/non-clinical areas would you like to focus on?
Do you find your Trainer approachable?
How do you find your Trainer as a teacher?
How do find your tutorials?

How would you describe your relationship with your nurses and receptionists?

Is there an adequate supply of patients for you?

Do your patients allow a varied treatment mix?

How many hours do you work each week, with/without day release?

Is there anything that you would not like us to discuss with your trainer?

**SUMMARY:** (this part to be completed at the appraisal meeting)

Name .................................................................

As a Dentist

1. Number of UDAs completed at 31st October 2007 (i.e. first quarter).

2. Do you feel you are working at:
   about the right speed / too many patients each day / not enough patients each day

3. Are there any restrictions or conditions being placed on your workload?
   
   YES/NO

   Give details

4. Are there any NHS treatments that you are not able to provide?
   
   YES/NO

   Give details

5. Are you confident that you will be able to gain sufficient experience in a full range of NHS treatments during your VT year?
   
   YES/NO

   Give details
“Hot Tips” Presentations

On the last afternoon of the Term, each VDP will give a presentation to the rest of the group, and the Trainers, on an aspect of their practice that they feel is unusual, innovative or interesting to their colleagues.

The presentation can use visual aids, practical demonstration and/or powerpoint.

The presentations will be given individually and should last between five and ten minutes. There will be an opportunity for questions from the audience afterwards.

The Trainers will also be invited to give presentations in the morning session of the same day.

Some topics covered last year that might give you ideas:

How to extract upper teeth using lower forceps
Use of dental imaging software for presenting treatment options to patients
Warming composite to achieve better flow and adaptation within the cavity
Direct duralay post preparations
Use of composite posts

Please discuss your ideas with your Adviser

The session will be varied, fun and informative. In the evening there will be a Christmas meal-organized by the VDPs for the group and the Trainers.
SPRING TERM

Programme and Documents to be released in November/December
SUMMER TERM

Programme and Documents to be released in February/ March