

# **Bath Dental Vocational Training Scheme**



**Handbook**

**August 2011**

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## **ADVISERS INTRODUCTION AND WELCOME**

Congratulations on passing finals and on your appointment to your first job in general dental practice. I would like to wish you a very warm welcome to the Bath Vocational Training scheme and am sure that you will have a thoroughly enjoyable and fulfilling year ahead.

This is the second year that a scheme has run in Bath and we are based at the Postgraduate Medical Centre Royal United Hospital. There is a fantastic group of trainers who are here to help and guide you through this year. Our trainers are not only dedicated and enthusiastic but also very sociable and you will have the opportunity to meet all of them both at study days and social events during the year.

My job is to organise the day release courses and to give you and your Trainer all the help and support you may need during your first year in practice. Please do not hesitate to ring or email me if you have any questions before starting or during your VT year.

I look forward to meeting you on Thursday 4<sup>th</sup> August.

**Philippa Riseley-Prichard**  
**VT Adviser**

## CONTACT PHONE NUMBERS

South West Region Dental Postgraduate Department  
Bristol Dental Hospital  
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### VT SECRETARY

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### POSTGRADUATE DEAN:

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### REGIONAL ADVISER:

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### VOCATIONAL TRAINING ADVISERS:

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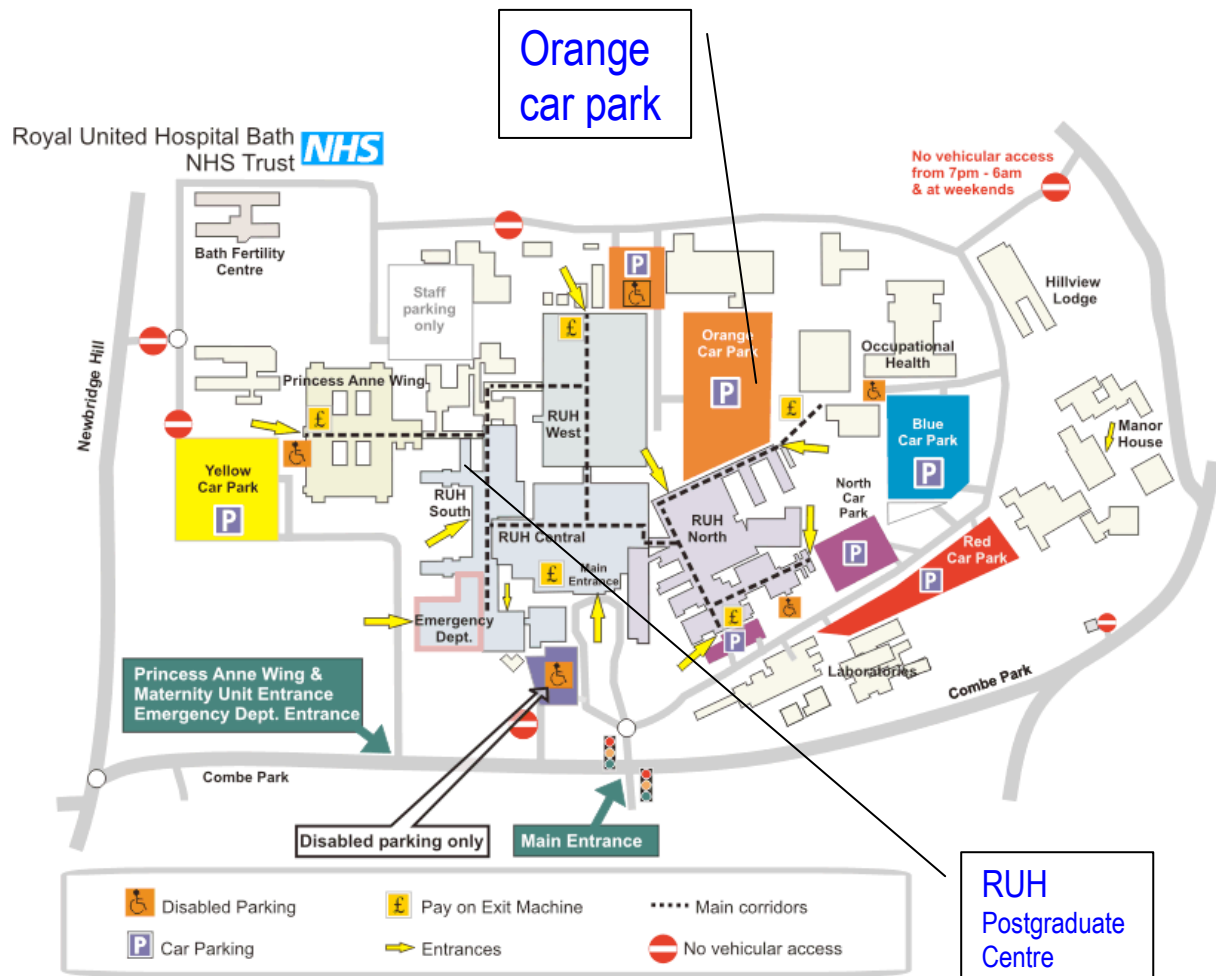
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# Postgraduate Medical Centre Royal United Hospital Bath

Study days will usually be held at the Postgraduate Medical Centre, RUH Bath, Combe Down, Bath BA1 3NG– not to be confused with the Education Centre at RUH. 09.00 – 16.15 unless otherwise stated.

Park in the Orange car park or there are Park and Ride options.



Tel 0117 929 1881

Occasionally we will be traveling to other venues, please make sure you know where to go and arrive on time.

## **AIM OF VOCATIONAL TRAINING**

The overall aim of Vocational Training is to prepare a dentist for unsupervised practice as a principal in the General Dental Services.

This aim is achieved by further developing your clinical abilities and teaching you the administrative and management skills you need.

Vocational Training accomplishes this aim whilst at the same time promoting high clinical standards and the need for continuing professional development over the rest of your career.

*A full version of the aims and objectives of VT can be found in the E Professional Development Portfolio.*

## **YOUR SALARY**

The salary you will receive is payable by your trainer monthly in arrears, and is subject to deductions for income tax and national insurance.

The annual salary this year is £30,132.

You will receive a pay slip every month with a breakdown of your pay and deductions. As well as tax and national insurance you will see a further deduction for superannuation. Superannuation payments are deducted as a contribution to your own pension, and are for your benefit in the long term. They go toward the NHS pension scheme which will provide you with an income in your retirement as well as other potential benefits. The amount of contributions you make over the years will determine the size of your pension when you retire.

Your pay statement will show the following information:-

<b>Gross monthly pay</b>		<b>£2511.00</b>
<b>Superannuation</b>	<b>less</b>	<b><u>£163.22</u></b>
<b>Net pay for tax</b>		<b>£2347.78</b>
<b>Income tax</b>		<b>no set figure</b>
<b>National insurance</b>		<b>£190.41</b>

The amount of tax you pay will balance out over the year but can be quite different from person to person initially. It will depend on various factors including whether or not you have worked before starting as a VDP.

## REQUIREMENTS FOR GAINING YOUR VT CERTIFICATE

In order to gain your VT certificate at the end of the year, there are several obligations on you that must be fulfilled.

These are:

- Attendance at your training practice for the contracted hours, and participation in weekly tutorials with your trainer
- Attendance at the 30 days of the day release course.  
There can be no exception to this. Illness is the only reason for non-attendance and missing days must be made up by attendance on other approved courses, at your own expense
- Satisfactory completion of the Professional Development Portfolio
- Completion of a presentation case
- Completion of project work - An audit and Key Skills portfolio
- You must also exhibit professional behaviour in the practice and on the day release course
- To attain appropriate clinical proficiency as judged by your trainer

## DAY RELEASE COURSE

Your Day Release Course is for 30 days during the VT year and is planned to help you in many areas, including the intricacies of the National Health Service and the more advanced clinical and treatment planning skills required for successful practice.

Most of the study days are held at the Postgraduate Medical Centre RUH Bath, but there are several opportunities to visit other venues such as dental practices and conferences, as well as our residential course for all six south west schemes at Center Parcs at Longleat. Most study days will include a 'problem solving' session where problems of a clinical or interpersonal nature can be discussed with your peers. It is amazing how many people have the same difficulties.

The structure of the course is not rigid and in the later stages will be influenced by the VDPs, so speak to the VT Adviser and she will see what can be done to accommodate your wishes. Study days are not generally lectures but discussions, so your full participation and preparation for them is a must. With so many different dental schools represented on the course we can learn so much from each other and the more you join in the more we will all learn. Attendance at the Day Release Course is compulsory. Your completion certificate will depend on it.

Enjoy your year, it will be like most things, the more you put into it, the more you will get out! Problems can and will be sorted out quickly if they are identified early, so speak to your Trainer or your VT Adviser, they are there to help.

### Important points to remember

If you are ill, please telephone the VT Adviser - this can be the only reason for not attending. Holidays, interviews and other personal arrangements must be organised outside term times.

Preparation for each Day Release Course is vital for your full participation - it may make a good topic for the preceding week's 'in practice' tutorial with your Trainer.

The start time for each day is 09.00 unless otherwise indicated in the programme. Please remember that this is the time at which the first session will begin and that you will be expected to be present before the start time. Late arrival at a session may well mean that you are recorded as being '*not present*' for the session.

Vocational Training is training for membership of a profession. Accordingly, professional standards of dress are expected at the Day Release Course. Smart casual dress is fine. No jeans or trainers please.

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

## PROBLEM SOLVING

During the VT year there will be many opportunities for problems to arise. These may range from the 'crowns that never fit' to the 'DSA who never seems to do what is needed'. 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 during a tutorial you can bring up a matter that is causing concern.

Sometimes the speaker at the Day Release Course will be the expert able to answer the difficult question. You are recommended to bring along to the study days clinical problems that may need to be shared.

Your VT Adviser is also always available for help on a whole range of clinical, professional or personal problems. This does not have to wait until a study day. Telephone Philippa at home and leave a message and she will call you, allowing the early resolution of a problem and help prevent a great deal of worry.

The VT Group is also a powerful force for resolution of problems. Opportunities for group discussion occur in nearly every session of the Day Release Course. Sharing difficulties, problems or concerns with the other members of the group often brings to light examples of the same problem that have been experienced by others, and answers can often be found and discussed. This is why openness and frankness is valued so highly on the course, and all members of the group will respect our rule of confidentiality outside the sessions.

If you have a problem that you do not wish to discuss with the group, please always feel free to bring it to your VT Adviser and a mutually convenient time for discussion can be arranged.

## **SESSION EVALUATION**

The Day Release Course strives to meet your needs and requirements and we need to know your opinions on the course content and presentation in order that improvements can be made and standards maintained. It is therefore important for you to complete an evaluation form for each session. In this way we have a measure of the value and standard of each presentation, and where necessary, adjustments and refinements can be made.

Please ensure that at the end of the day you have completed all the questionnaires for the day's sessions. We ask you to think carefully about your answers as it is important that they reflect your true opinion of that session. Free comments are particularly valuable as they may bring forward points that have not been addressed.

An additional form will be distributed at the end of the year to give you the opportunity to reflect on the whole course. Perhaps a session regarded as unsuitable at the time had become a 'life saver' later.

Remember, you are benefiting from the feedback given by previous VDPs.

# **THE PORTFOLIO, PRESENTATION CASE AND KEY SKILLS PROJECT**

## **E Portfolio**

Progress in all areas of professional life is increasingly dependent on records of the extent and nature of previous experience. This is difficult and inaccurate to do in retrospect, thus, the habit of record keeping is best developed at the outset so that no opportunity is missed for the registration of higher professional recognition. Completion of Vocational Training is dependent upon your maintaining and keeping up-to-date your Professional Development Portfolio (ePDP) .

The ePDP is not only a record but also an essential tool for self-assessment and development. As postgraduates you no longer have teachers and tutors to tell you what you need to learn. You have to be able to reflect on your own abilities and experiences to identify your personal learning needs. The e-portfolio is designed to help you develop and establish the lifelong habit of critically reflecting on your work to identify your learning needs.

## **Presentation Case**

You will be required to present, on the final study day, a case you have treated during the year. This will need to be accompanied by radiographs, study models and photographs. The VT Adviser will explain early in the course how you need to go about this, and the standard of presentation you will need to reach.

## **Key Skills Project and Audit**

In addition to the presentation case you will be required to complete a project and an audit during the year. All VDPs in the South West Schemes are expected to complete the following 5 key skills towards your MJDF portfolio

- Medical Emergencies
- Radiography
- Legislation
- Infection control
- Record keeping

The tutorial is one of the absolute cornerstones of VT. It is a regular weekly hour of one-on-one learning with your trainer. In the tutorial you can discuss problems that have arisen during the week and talk about topics relevant to general practice. Good tutorials need good planning by trainer and VDP. You will benefit much more from your tutorials if you regularly discuss with your trainer which subjects you are going to cover. Tutorials do not need to be about clinical topics. Much of general dental practice is about management, communications and values. These are subjects which may not have been explored greatly in dental school, yet need to be taught and learned. A good tutorial is not a monologue by the trainer, it is interactive, and the more involved you are and the more you put into it the better it will be.

Below is a suggested outline plan for tutorials. It does not have to be adhered to rigidly, but it nevertheless provides a good basis for a regular tutorial plan. Some weeks will be taken up with the Self-Assessment sections of the PDP; other weeks will involve the 'topic' taking a major place. However, it is worth having some sort of structure to get the best out of them over the year.

### **1. Review of ePDP**

This will include looking at the personal development log and monitoring your progress and achievements. You will also be reflecting on critical incidents and interesting or difficult cases

### **2. Areas of concern or problems to be solved.**

This may consist of discussion of cases you are treating but could be on problems you are having with particular treatments or techniques.

### **3. Discussion of Study Days, both last course and next course.**

### **4. Tutorial topic for the week.**

### **5. Next week's tutorial topic.**

### **6. Record the tutorial in the ePDP.**

## SUGGESTED TUTORIAL TOPICS

This list is not meant to be comprehensive or prescriptive. It may be useful as a guide, or a source of ideas if you get desperate!

- **Terms and conditions of service**

NHS Regulations  
Dental Practice Board  
Health and Safety Rules  
Ionising Radiation Regulations  
Sterilisation and Infection Control  
Employment Legislation  
Role of Health and Professional Bodies  
Medico-legal and ethical issues

- **Diagnosis**

Patient management  
Caries detection  
Periodontal assessment  
Consultation skills  
Pain relief  
X-rays and special tests  
Referral and assistance

- **Treatment planning**

Assessing patient needs  
Co-ordinating dental disciplines  
Patient explanation and motivation  
Socio-economic factors  
Written treatment plan  
Consent and confidentiality

- **Oral surgery and oral medicine**

Routine extraction technique  
Local anaesthesia  
Minor oral surgery  
Complications - dry socket, post-extraction haemorrhage  
Sedation  
Biopsy  
Early diagnosis of oral carcinoma  
Referral criteria for specialist opinions  
Pharmacology and use of drugs/medicines

- **Restorative dentistry**

Moisture control  
Materials handling in conservative dentistry  
Endodontics  
Crown and bridgework  
Periodontal assessment  
Periodontal surgery  
Tooth wear- the management of erosion, abrasion and attrition

- **Gerodontology**

Implications of an aging population  
Treatment planning for partial dentures  
Problems with full dentures  
Copy denture techniques  
Domiciliary visits  
Dealing with elderly patients  
Relaxation techniques for impressions  
Aesthetics

- **Children's dentistry**

Capitation system  
Preventive dentistry. Philosophy and management  
Modern restorative techniques for children  
Management of rampant caries  
Management of the nervous child  
Orthodontic assessment and diagnosis  
Orthodontic treatment planning

- **Management of emergencies**

Collapsed patient  
Emergency drugs and equipment

- **Behavioural sciences**

Communication and counselling skills  
Patient management and motivation  
Delivering prevention  
Management of anxiety  
Psychology of pain  
Stress control and relaxation techniques

- **Staff management and training**

Staff management and teamwork  
Chair a practice meeting  
4-handed dentistry  
Liaising with the dental hygienist  
Liaising with the technician

- **Practice management**

Organise, plan and manage a practice  
Use of resources, money, time, skills, practice team  
Budget forecasts  
Business plans - Accounts  
Delegation  
Responsibilities of a team leader  
Computers  
Superannuation  
Taxation

- **Professional development**

Clinical governance  
Peer review  
Continuing professional development  
Clinical audit  
Planning your career  
MFGDP/MJDF and the Faculty of General Dental Practitioners

# ASSESSMENT OF PERFORMANCE

This will involve these activities from your PDP

- Early Stage Peer Review (ESPR)
- Dental Evaluation of Performance (DEP)
- Case Based discussions D-CBD)
- Patient Assessment Questionnaires (PAQ)
- Multi Source Feedback (MSF)
- Appraisal Statements

You will also be expected to complete a clinical experience log throughout the year and record your CPD and any other educational activities

## CLAIMING YOUR TRAVEL AND SUBSISTENCE EXPENSES

The expenses you incur attending the day release course, including trips away from the postgraduate centre, can be claimed by filling in a University of Bristol expense claim form, provided by your VT Adviser. **Receipts must be submitted for all expenses.** Please ensure you submit an expense form each month, listing that month's expenses.

The Adviser will go through how to complete these with you, but below you will find the appropriate claims you can make.

### Travel

Travel in your own car For each passenger also attending the course	24p per mile +2p per mile
Travel by train or plane	Receipted cost of ticket

### Overnight allowance

Actual cost of B&B	£55 max (Receipts must be submitted)
Informal B&B (staying with friends)	£25 (no receipt required)

### Meals allowance

Evening meal	£15 (10+ hours absent, return after 7.00pm)
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Completed expense forms need to be sent to Katy Williams, at the Dental Postgraduate Department, for processing, along with original receipts.

Dear VDP

## **RE: VOCATIONAL TRAINING IN THE SOUTH WEST OF ENGLAND**

I am delighted that you have chosen to undertake vocational training on the Bristol scheme and would like to welcome you to the South West Region.

As Dental Postgraduate Dean, it is my responsibility to ensure that you are given the help and support you need to meet the stated aim of Vocational Training by the end of your year. This is to enable you to be capable of independent practice.

Your Scheme Adviser, Louise Nash, has the necessary skills and expertise to guide you through this first year. Should you have any problem that you cannot resolve, your Adviser is available to assist. Should you both be unable to resolve the issues then you may contact the Regional Adviser, Martyn Green, or myself.

I mark the completion of Vocational Training by issuing you with a certificate. Before I can issue a certificate it is my duty to make certain that you demonstrate appropriate standards in practice, on the study days and as a member of the profession.

The Advisers record data of your attendance in practice, at the day release course and on the use of your portfolio, they also seek information from your trainer. All this data is used to help make the assessment for certification. Should we have concerns about whether we can issue a certificate we will discuss the matter with you at the earliest opportunity and agree ways to resolve these issues.

Critical parts of the assessment for certification will be attendance and performance in practice, participation in tutorials and attendance at the study day courses, as well as appropriate professional conduct.

It is essential that you attend all the study days on your scheme. Permission to be absent will only be granted in exceptional circumstances by the Adviser i.e. compassionate leave (close family bereavement or certifiable illness). Lost time will have to be made up with additional appropriate study or with courses agreed in writing with your Adviser. Failure to comply with the conditions stated in the contract between the Trainer and the VDP, and in this letter, may result in your vocational training certificate being withheld. Please note all other leave should be taken outside study days.

I hope you will have an enjoyable time on the South West Dental Vocational Training Scheme. Please make use of the skills and knowledge of your Trainer to help you complete your year successfully and gain your certificate. I look forward to meeting you during the year.

Yours sincerely

**Alasdair Miller**  
**Dental Postgraduate Dean**

## **VDP - TRAINER PAIRS**

<b>Frances Shatwell</b>	<b>Simon Albiston</b>
<b>Karthiga Kamalanathan</b>	<b>Esther Angseesing</b>
<b>Simon Haworth</b>	<b>Simon Crichard</b>
<b>Chris Charles</b>	<b>Katie Davis</b>
<b>Andrew Wilson</b>	<b>Neil Dibden</b>
<b>Thomas Rowbotham</b>	<b>Carl Fullaway</b>
<b>Jenny Lawson</b>	<b>Olivia Mitchell</b>
<b>Mark Bowen</b>	<b>Leo O'Hara</b>
<b>Ella Hodgson</b>	<b>Rob Middlefell</b>
<b>Robert Hardy</b>	<b>Tim Rodger &amp; Dave Stephens</b>
<b>Rebecca Cruddace</b>	<b>John Smalley &amp; Vinay Shah</b>
<b>Navroz Singh</b>	<b>Roslyn Smith</b>
<b>Adele Cordy</b>	<b>Jane Tidmarsh</b>