

Exeter Dental Vocational Training Scheme



**Handbook
August 2011**

CONTENTS

The Dean's Educational Agreement	Page 3
Adviser's Welcome	Page 4
Useful Phone Numbers	Page 5
Aim of Vocational Training	Page 6
Your Salary	Page 7
Gaining your VT Certificate	Page 8
Day Release Course	Page 9
Problem Solving	Page 10
Session Evaluation	Page 11
Portfolio, Presentation and Project	Page 12
Tutorials	Page 13
Tutorial Topics	Page 14
Claiming Expenses	Page 17
Trainer/VDP Pairs	Page 18
Appendix 1 Maps of Venues	Page 19
Appendix 2 Programme for Autumn Term	

RE: VOCATIONAL TRAINING IN THE SOUTH WEST OF ENGLAND

I am delighted that you have chosen to undertake Vocational Training on the Exeter 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, John Makin, 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 me.

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

ADVISER'S INTRODUCTION AND WELCOME

Welcome to the profession, the South West and in particular the Exeter Vocational Training Scheme. I would like to take the opportunity to congratulate you on passing your finals and securing a position in general practice.

This folder contains all the information you need to start your Vocational Training Year. The study day programme for the first term and detailed notes for each session are included. Please read these notes carefully, they contain details of the venue and start time for each day as well as anything you may need to prepare beforehand or bring with you to the session.

The Postgraduate Dean requests that all those on the study day course should dress in an appropriate manner for professionals on informal business, smart casual clothes are acceptable but not jeans, T-shirts or trainers.

Part of my job is to organise the study day programme and to give you any help and support you may need throughout the year. Please don't hesitate to phone me if you want to talk about anything. It is best to phone me in the evening at home on **01395 519594** or alternatively on **07989 353504**.

I hope you have a very enjoyable year on the South West Scheme and I look forward to meeting you at our first study day on Thursday 5th August at the Powderham Room Holiday Inn Express Exeter.

John L Makin
VT Adviser

USEFUL TELEPHONE NUMBERS

VT SECRETARIES:

Katy Williams (Mon-Wed) & Emily Jones (Thurs & Fri)
South West Region Dental Postgraduate Department
Ground Floor, The Chapter House
Bristol Dental Hospital
Bristol BS1 2LY
Tel: 0117 3424522 Fax: 0117 3424526
Email: vocational-training@bristol.ac.uk

POSTGRADUATE DEAN:

Alasdair Miller
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REGIONAL ADVISER:

Martyn Green – Taunton Scheme
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01884 253040 (practice)
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VOCATIONAL TRAINING ADVISERS:

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Nathan Brown – Salisbury Scheme
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John Makin - Exeter Scheme
Tel: 07989 353504
Email: johnmakin@aol.com

Philippa Riseley-Pritchard – Bath Scheme
Tel: 01380 722007
Email: bathvt@btinternet.com

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 front of the Professional Development Portfolio.

YOUR SALARY

The salary you will receive is payable by your trainer monthly in arrears, and is unfortunately subject (like every other working person) to deductions for income tax and national insurance.

The annual salary this year is £30,132, which is pretty high compared with average salaries for graduates generally.

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 excellent 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:-

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

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.
- Satisfactory completion of the Professional Development Portfolio
- Completion of a presentation case
- Completion of project work
- 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 Powderham Room Holiday Inn, Exeter, but there are several opportunities to visit other venues, as well as our residential course for all six south west schemes at Center Parcs near Longleat in December. 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 he will see what can be done to accommodate your wishes. Study days are not generally lectures but interactive, so your full participation and preparation for them is vital, 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, remember, the more you put into it, the more you will get out! Problems can and will be sorted out quickly if they are identified, 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 10 am 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. Allow time for parking!

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.

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 'dental nurse 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; a telephone call to his practice or home may allow 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 Study Day Course is designed 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 will become a 'life saver' later.

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

THE PORTFOLIO, PRESENTATION CASE AND PROJECT WORK

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 and 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 your Portfolio up-to-date, discussing the Portfolio with your Trainer, and making it available for the VT Adviser when asked.

The PDP is not only a record, it is an essential tool for self assessment and development. As postgraduates we no longer have teachers and tutors to tell us what we need to learn. We have to be able to reflect on our own abilities and experience to identify our personal learning needs. This is becoming especially vital now as it is mandatory for dentists to engage in fifty hours of courses and reading per year to maintain registration with the GDC. The 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

Towards the end of the course you will be required to present a case you have treated during the year. This will need to be accompanied by radiographs, study models and photographs. The scheme has its own camera to help you with this work. 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 and there are detailed instructions in your Portfolio.

Project Work

In addition to the presentation case you will be required to complete a project during the year. This could take one of several forms but usually involves some sort of research project or clinical audit. Clinical audit has been compulsory for all dental practitioners since April 2001 and we all need to gain the knowledge to carry this out effectively.

Tutorials

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 Portfolio, 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 Portfolio

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 Portfolio.

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
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

- Gerodontics

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

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 and the Faculty of General Dental Practitioners

CLAIMING YOUR TRAVEL AND SUBSISTENCE EXPENSES

The expenses you incur attending the day release course, including the trips away from the Postgraduate Centre, can be claimed by filling in an expense claim form provided and signed by your VT Adviser.

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 2 nd class ticket

Overnight allowance

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

Day subsistence

Meals allowance (for a period of 24 hours absence)	£20 (Receipts must be submitted)
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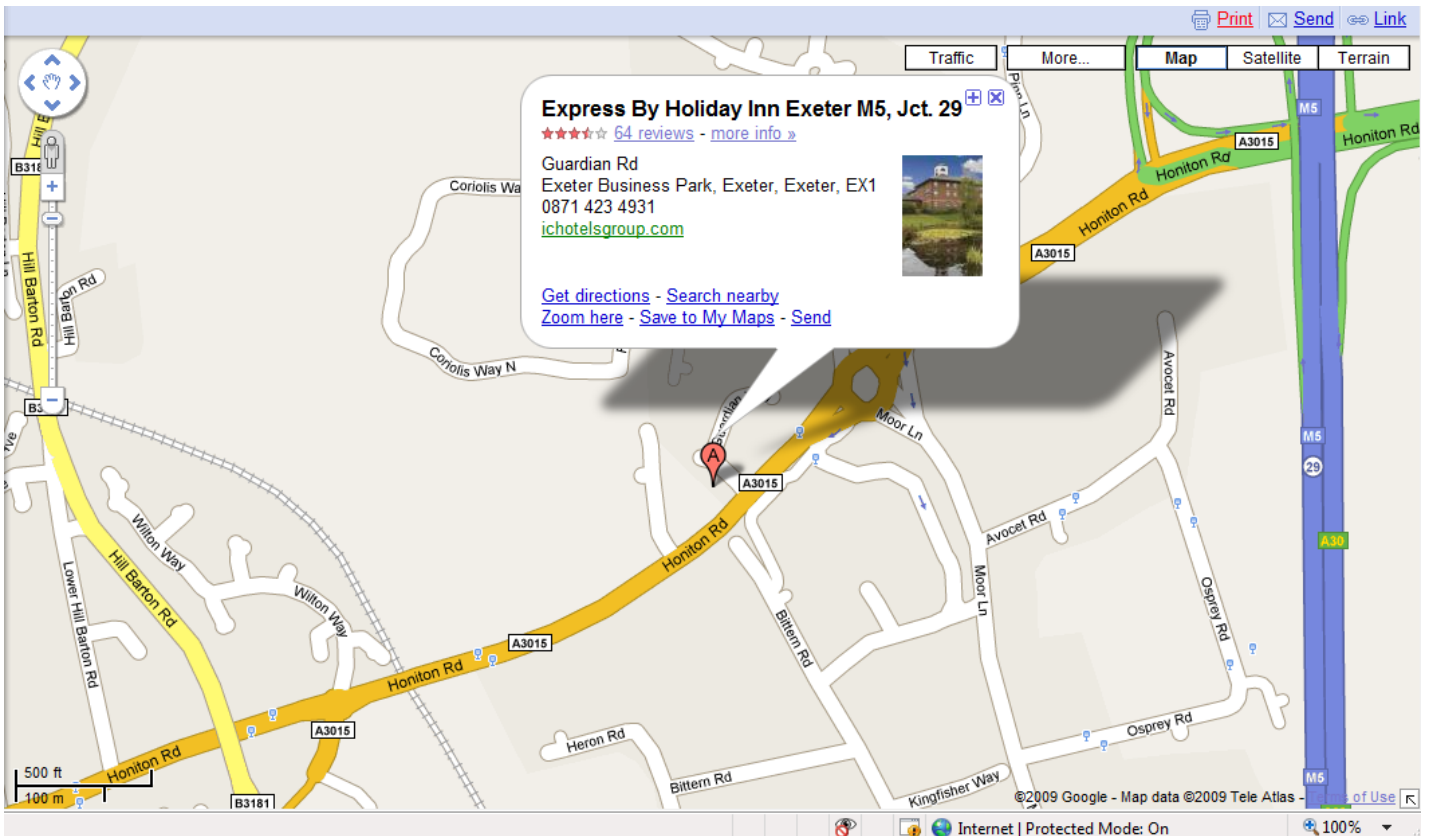
The expense claim form must be signed by your VT Adviser and sent to Mrs Kate Williams at the Dental Postgraduate Department, please try to send them on a monthly basis.

EXETER TRAINERS/VDP PAIRS

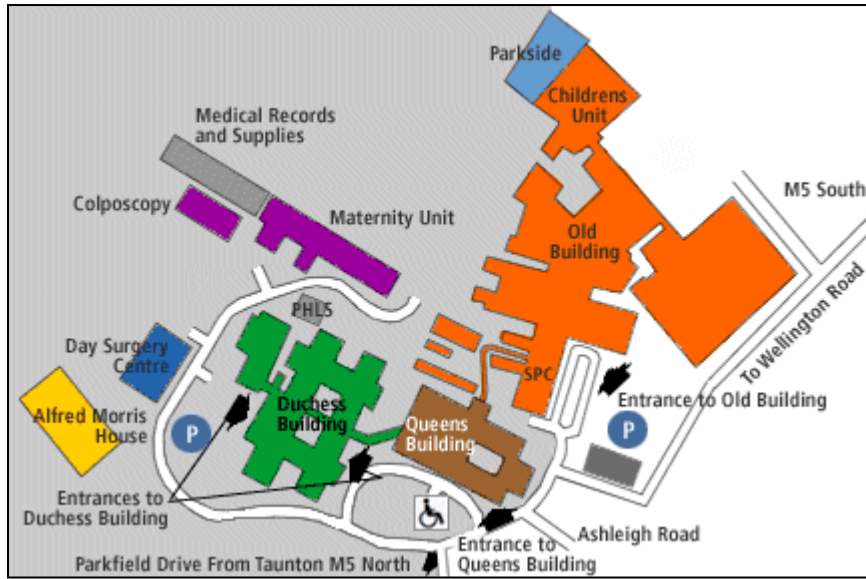
TRAINER	ADDRESS	TEL	VDP
Andrew Curtis	Castle View Dental Practice, 9 Park Hill, Tiverton, Devon, EX166RR	01884 253040	Laura Mallon
Christopher Preston	Riverside Dental Practice, Butts Path, Braunton, North Devon, EX33 2EU	01271 813721	Daniel Smirthwaite
John Evans	Torrington Dental Practice, Tarka House, Haldson Terrace, Great Torrington, Devon, EX38 8DY	01805 623 657	Ruairi Cunane
Ben Jones	Pinhoe Dental Centre, 402 Pinhoe Road, Exeter, Devon, EX4 8EH	01392 467302	Laura Birch
Bruce Pearson	Tiverton Dental Centre, 62 Bampton Street, Tiverton, Devon, EX16 6AH	01884 252992	Charlotte Courtenay-Stamp
Mark Stewart	Dunedin Clinic, Unit A1, Silverdown Office Park, Fair Oak Close, Clyst Honiton, Exeter, EX5 2UX	01392 363431	Sarah Hayes
David Lee	Apollonia House, Elysian Fields, Sidmouth, Devon, EX10 8UH	01395 513333	Tim Lindop
Hedley Saunders	Fairfield House Dental Surgery, 10 Salterton Road, Exmouth, Devon, EX8 2BW	01395 222855	Robert Mew
Aidan King & Philip Irish	Irish and King Dental Practice, 95 Pinhoe Road, Exeter, Devon, EX4 7HU	01392 273472	Moneel Patel
Iain Mackenzie	4 Queen Annes, High Street, Bideford, Devon, EX39 2AS	01237 472159	Caroline Bell
Justin Nuttall	Axminster Dental Practice, The Atrium, St Georges, Victoria Place, Axminster, Devon, EX13 5NQ	01297 33733	Ayisha Davies-House
Thomas Olivelle	Budleigh Salterton Dental Practice, 11 Station Road, Budleigh Salterton, Devon, EX9 6RN	01395 442552	Amy Bailey
Jeremy Rowe	The Quay Dental Practice, Natwest Bank Chambers, The Quay, Bideford, Devon, EX39 2HW	01237 479100	TBC

DIRECTIONS TO HOLIDAY INN EXPRESS, EXETER.

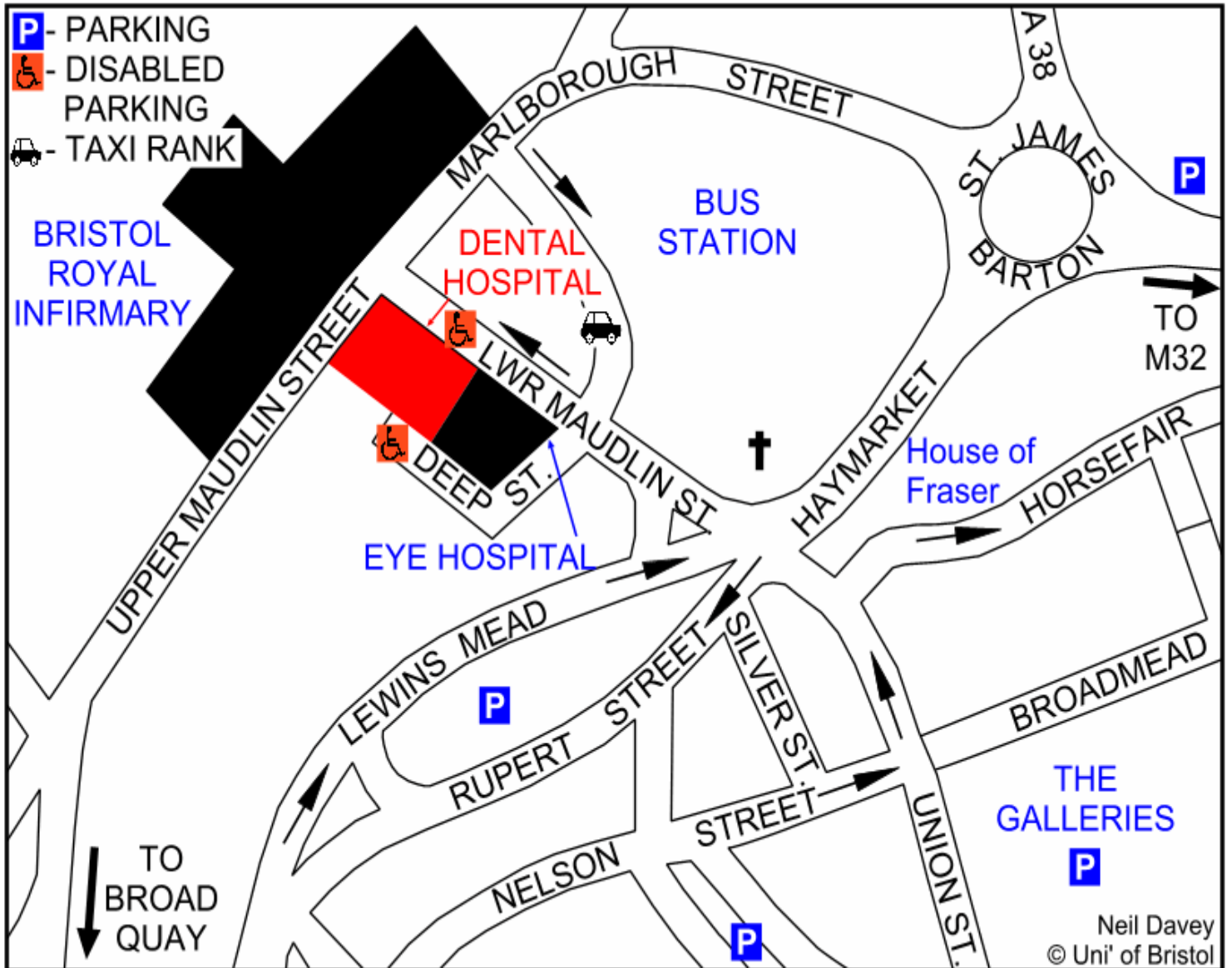
Exit M5 at J29, Following signs for Exeter city centre at the roundabout.
Take the exit for Exeter city centre, take the first right into Guardian Rd. The hotel entrance is on the right hand side.



Taunton and Somerset Hospital Site Map:



BRISTOL DENTAL HOSPITAL BRISTOL BS1 2LY



Longleat Center Parcs

By road from the north

Go south on the M5, leave at Junction 15 and join the M4 (m32) to London and Bristol. Leave the motorway at Junction 18 and follow the A46 to Bath. Turn right onto the A4 (A36 Warminster) to Bath. After approximately 1 mile turn left onto the A36 for Warminster. Follow the A36 for 16 miles until you reach a roundabout with Esso Services. Turn right keeping on the A36 to Salisbury. After 1 mile, at the next roundabout, turn right onto the A362 to Frome. After 1/4 mile, at the Picket Post Gate roundabout turn left towards Horningsham. Center Parcs is the second turning on the left.

Alternative Route

During peak travel times, 8am-9.30am and 4pm-6pm, Bath can be very congested. Therefore, the alternative route of leaving the M4 at Junction 17 may be preferred. For directions from this junction please refer to "From London using the M4".

From London using the M3

Leave the M3 at Junction 8 and join the A303 signposted to the South West, Salisbury and Andover. After 38 miles turn left at Wylde, onto the A36 towards Warminster. After 6 miles, cross the Heytesbury roundabout keeping on the A36. After a further 3 miles, cross the A350 Blandford roundabout still keeping on the A36. After 1 mile turn left at the next roundabout taking the A362 to Frome. After 1/4 mile, at the Picket Post Gate roundabout turn left towards Horningsham. Center Parcs is the second turning on the left.

From London using the M4

Leave the M4 at Junction 17 and follow the A350 to Chippenham. Continue on the A350 to Warminster for about 22 miles until you reach a roundabout with Esso Services. Go straight over, joining the A36 to Salisbury. After 1 mile, at the next roundabout turn right onto the A362 to Frome. After 1/4 mile, at the Picket Post Gate roundabout turn left towards Horningsham. Center Parcs is the second turning on the left.

From the South West using the A303

Follow the A303 signposted Andover.

Approximately 4 miles after Mere, turn left onto the A350 and follow it to Warminster. After approximately 7 miles there is a roundabout, turn left onto the A36 to Bristol and Bath. After 1 mile turn left at the next roundabout taking the A362 to Frome. After 1/4 mile, at the Picket Post Gate roundabout turn left towards Horningsham. Center Parcs is the second turning on the left. From the South (Southampton) Go north on the A36 to Salisbury and continue on the A36 for a further 21 miles to Warminster. Cross the A350 Blandford roundabout, keeping on the A362 to Frome. After 1/4 mile, at the Picket Post Gate roundabout turn left towards Horningsham. Center Parcs is the second turning on the left.

By Rail

The nearest mainline station is Warminster, which is approximately 3 miles away and had frequent services to London Waterloo. Westbury Station, which is approximately 6 miles away, has frequent services to London Paddington. A taxicab may be taken to Center Parcs from Warminster or Westbury.