

*Developing people
for health and
healthcare*

POSTGRADUATE DENTAL EDUCATION HANDBOOK

A Guide for Postgraduate Dentists and Staff in HEEM

August 2014



Health Education East Midlands

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An introduction from the Dean

Welcome to the Postgraduate Dental Education team in Health Education East Midlands. I am delighted that you have chosen the East Midlands for your training and I look forward to working with you over the next year.

Dentistry is currently undergoing significant and exciting changes. These changes will impact on the way we provide dental care for our population, with increasing emphasis on quality and safety. Our aim is to equip you with the necessary skills and knowledge through structured educational programmes, aligned to national curricula. However we will be ensuring that you are given the opportunity to develop professionally by close working with your Clinical and Educational Supervisors, supported by your Training Programme Directors. These key personnel will be making contact with you early in the programme and I strongly recommend engaging with any meetings or tutorials that are arranged.

I wish you all a successful year and know that this will be a formative time for your career. However the Postgraduate Dental Education team are available to offer any support required and I would be delighted to hear from you if there are any concerns with your programme.

Kind regards

A handwritten signature in blue ink, appearing to read 'A. Dickenson', is centered on a light blue background.

Mr Andrew J Dickenson

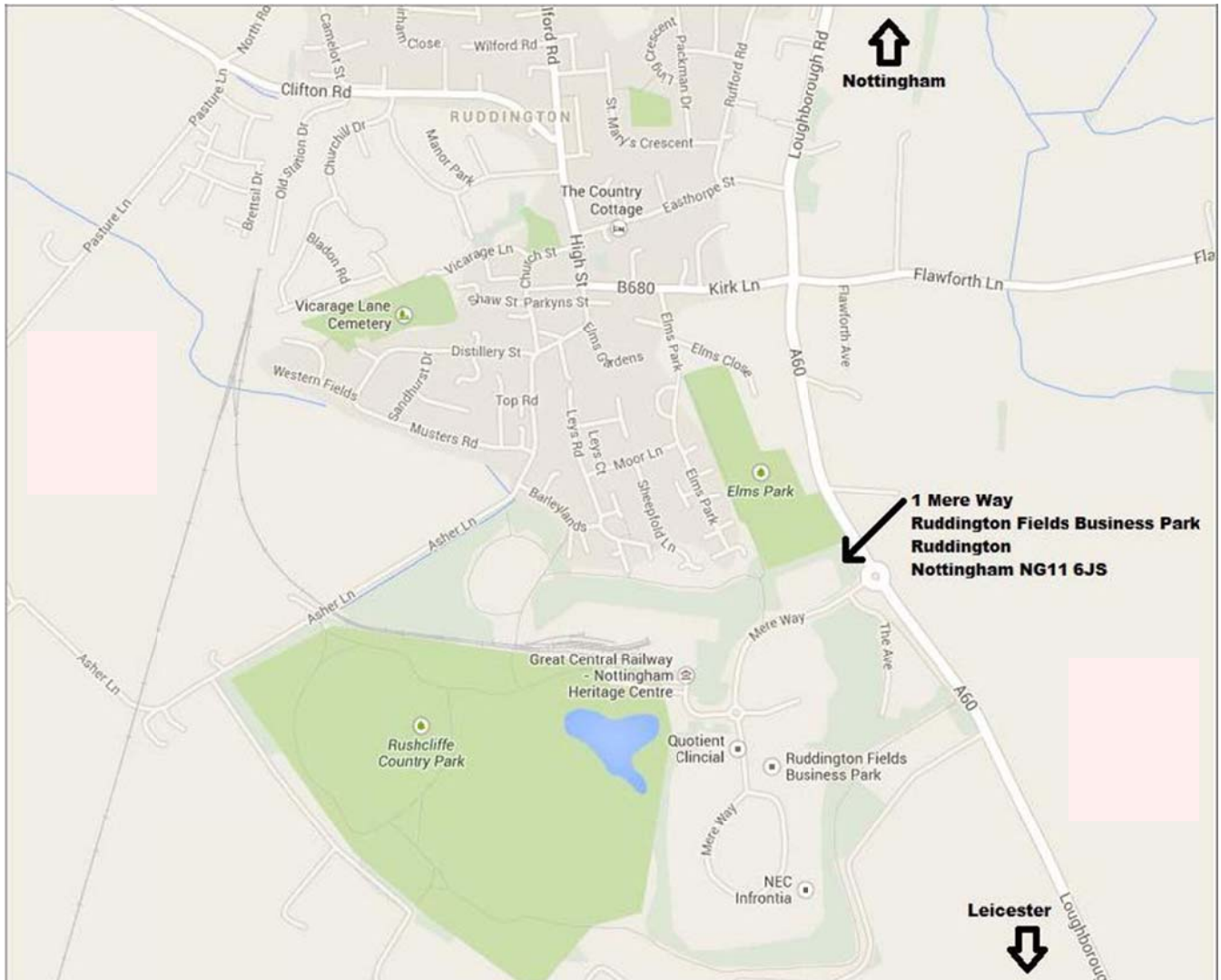
The Handbook

This Handbook is written for you, as a postgraduate trainee, with the purpose of giving you information about how your programme works and who the key people are who will be working with you. While this handbook primarily contains generic information it is specifically written to support all trainees in various programmes. However it is recommended that it should be read in conjunction with your specific curriculum and, for those in secondary care, with local Trust Induction information.

Location

The HEEM Postgraduate Dental Team is based at the LETB Offices in Ruddington.

Map



Address

Health Education East Midlands
1 Mere Way
Ruddington Fields Business Park
Ruddington
Nottingham
NG11 6JS

Main Switchboard Tel 0115 823 3300

Key People in HEEM

Postion	Contact	email
Postgraduate Dean	Andrew Dickenson	andrewdickenson@nhs.net
PA to the Dean	Julie Harrison	julie.harrison24@nhs.net
Associate Dean	Stephen Dixon	stephen.dixon6@nhs.net
Regional Director of Dental Education	John Cottingham	john.cottingham@nhs.net
Foundation TPD Loughborough	Kath Eastwood	kath.eastwood@nhs.net
Foundation TPD Nottingham	Andy North	andy.north1@nhs.net
Foundation TPD Northampton	Geraint Evans	geraint.evans3@nhs.net
Foundation TPD Leicester	Rob Parker	rob.parker@nhs.net
Foundation TPD Lincoln	Jonathan Farmer	jonathan.farmer@nhs.net
Foundation TPD Chesterfield	John Skelton	john.skelton1@nhs.net
Orthodontic TPD	tbc	
DCT TPD	Andrew Dickenson	As above
DCP Tutor	tbc	
CPD Tutor	Fleur Kellett	fleur.kellett@nhs.net
CPD Tutor	Mandy Basi	drmandibasi@yahoo.co.uk
CPD Tutor	Mike Coupland	michael.coupland@ulh.nhs.net
CPD Tutor	Fred Calvert	fred.calvert@ulh.nhs.uk
CPD Tutor	Martin Brown	mbrownpg@live.co.uk
Dental Registrants in Difficulty Tutor	David Monaghan	david.monaghan@nhs.net

Postion	Contact	email
Development Manager	Alison Smith	alison.smith104@nhs.net
Quality Manager	Suzanne Fuller	suzanne.fuller@nhs.uk

Programme administrative arrangements

The administrative arrangements for the local management of your programme are managed by your TPD, supported by the Management team at HEEM. Please note that all correspondence will be through email only. HEEM policy requires all trainees to access and use only an nhs.net account. You will be given a personal nhs.net account and we will not communicate via any other personal email accounts. It is your responsibility to access this account on a regular basis and actively respond to messages.

It is your responsibility to ensure the Postgraduate Dental team have details of all your current contact details (home address, phone numbers and emergency contact number) in case we need to contact you urgently. Any changes in these details need to be sent to Julie Harrison (julie.harrison24@nhs.net) so we can update our database.

If you experience any local administrative issues your first point of contact is your Educational Supervisor or TPD.

General information

Your Educational Supervisor and TPD will inform you of your responsibilities within the programme. However there are certain key issues that you must appreciate:

1. Annual leave

You will be advised of your annual leave allowance and local policies for arranging leave (please refer to your contract for your leave allocation). However there are certain general rules for leave that are important to follow:

- Give sufficient notice. Some Trusts require a minimum of 6 weeks' notice before allowing leave
- Spread the leave throughout the year. Do not accumulate leave. Don't expect to take all your leave at the end of the year as some organisations have specific rules
- If you encounter problems booking annual please inform your Educational Supervisor or TPD

2. Sickness absence

- Please notify your line manager if you are ill.
- It is your responsibility to stay well. Seek medical attention if you have an on-going illness
- In the event of long-term absence the Postgraduate Dental Team need to be informed as this may affect completion of your programme
- If requested, you must comply with referrals to the Occupational Health Service or Trainee Support Service

3. Specific learning or health requirements

- Please notify either your TPD or the Postgraduate Team if you have specific learning or health issues that may impact on your training. This includes dyslexia and visual or hearing deficits.

4. Teaching attendance

- Teaching is mandatory
- Please inform the Postgraduate Office if unable to make any teaching session due to annual leave

- Please inform the Postgraduate Office if you are experiencing problems being released from your employer
- All teaching programmes, plus supporting documentation, will be distributed via your nhs.net account. It is your responsibility to access this account regularly
- Teaching sessions will start promptly and it is expected that all trainees are in attendance ready to start at the allocated time.
- Sign the attendance register at the teaching session. Retrospective notice of attendance will not be accepted.

5. Tutorials

- Tutorials are mandatory in the Foundation programme.
- It is mandatory to record 40 tutorials in the electronic portfolio
- Please remind your Clinical Supervisor that you must have regular tutorials
- Agree a topic with your Clinical Supervisor and plan the material in advance of the tutorial

6. Portfolio

- Maintain your e-pdp as it is evidence of progression in programme
- Ensure you make contemporary entries and never accumulate assessments until the end of the programme. Clinical Supervisors have the discretion to refuse to complete multiple assessments submitted at the end of the programme.

7. Interview leave

- Careers advice will be incorporated into your teaching programmes
- Monitor the NHS Jobs website for forthcoming posts
- Give sufficient notice to your employing organisation once you have been offered an interview
- You are only allowed 4 days away from programme for interviews

8. Study leave

- Please refer to the study leave policy document (please refer to your contract for your leave allocation)
- Give sufficient notice of study leave to your employing organisation. Most Trusts will expect a 6 week minimum notice period. Plan your study leave in advance as it will be unlikely that study leave will be approved if falling within the statutory notice period.

- Study leave applications must be made through the appropriate method (this will be detailed at individual Trust Induction)

9. GDC

- It is your responsibility to maintain registration with the General Dental Council
- It is your responsibility to notify the Postgraduate Dental Dean if you are subjected to any Professional Misconduct or Fitness To Practice investigation
- It is your responsibility to inform the Postgraduate Dean if you receive any criminal convictions or Police cautions

Teaching Programme Structure

The teaching programme has been devised to meet the requirements of the curriculum. The different programmes will deliver specific teaching, but this will be based on work place based teaching, all day local teaching or regional study days, clinical audit and exposure to academic opportunities. The programme is structured to comply with GDC standards and the Dental Gold Guide.

The Postgraduate Dental team are developing some of the mandatory training and teaching material on a Virtual Learning platform (Moodle). Details will be circulated via your nhs.net account. We would encourage you to engage with the VLE as this will deliver essential aspects of your training.

Details of formal teaching programmes will be distributed via your nhs.net account.

Examinations

Full support will be given to trainees sitting professional examinations. Study Leave will be given wherever possible. Further tuition and exam technique practice may be provided through your training units.

Trainees will not be discouraged from preparing and sitting additional qualifications as long as it does not affect progress in their programme. Study leave is unlikely to be granted for non-standard qualifications and trainees must ensure that they maintain the requirements of their programme (teaching attendance, e-pdp etc).

Your Educational Supervisor – roles and responsibilities

Your Educational Supervisor is responsible for overseeing your training and ensuring that you are making the necessary clinical and educational progress. You should have regular feedback from your Educational Supervisor.

In the Foundation programme the Clinical and Educational Supervisor role will be performed by your trainer.

In the Dental Core Training and Specialty Training programmes you will be allocated separate clinical and educational supervisors. The name of your supervisors will be provided at the Trust Induction.

The responsibilities of an Educational Supervisor are given in the Gold Guide or Standards for Training in the Foundation Programme. The process by which information about your progress is collated by your Educational Supervisor is from regular appraisals (these meetings should happen as a minimum once every month) and review of Workplace Based Assessments.

Your Clinical Supervisor – roles and responsibilities

Your Clinical Supervisor is responsible for your progress within each placement and for your day-to-day clinical progress. You should have regular feedback from your clinical supervisor.

Your Role as a Learner

You are responsible for your own learning within the programme, with the support of key people as above.

You should ensure that you have regular meetings with your supervisors, that you maintain your portfolio, keep up to date with assessments as required and be signed off.

Please ensure that you:

- Arrange and keep regular meetings with your educational supervisor (monthly)
- Plan and stage assessments carefully and well in advance – don't leave everything to the last minute.
- Keep all your documentation and e-portfolio up-to-date.
- Build in time to reflect upon your review meetings, assessments, and learning opportunities.
- Use the educational opportunities available to you.
- Actively seek out learning opportunities, such as attending clinic sessions, finding out when these happen.
- Ensure that you keep up to date with attending all meetings, and sign registers of attendance appropriately to ensure your Faculty Administrator can monitor your attendance successfully.

Failure to do these things may result in you being highlighted with concern, so be pro-active and keep up to date.

Trainee Representative Group

The Postgraduate Dental team will be contacting all trainees in August to seek expressions of interest to serve as a Trainee Representative for your programme. The Trainee Group will meet with the Dean three times a year to discuss issues affecting trainees and will be an opportunity to air trainee concerns directly to HEEM. It would be expected that trainee representatives would meet with their respective groups prior to these meeting.

Feedback

This is a crucial aspect of your programme. You can expect to receive detailed feedback on your progress from your Educational Supervisor and from your Clinical Supervisor. This will happen during on-going review meetings with your Educational Supervisor. You should have a clear idea of your progress in the programme at any given time and what you have to do to move to the next stage.

In addition the Postgraduate Dental Team will be meeting all trainees, either through the TPDs (for Foundation trainees) or the Quality Management visits to Trusts, to seek their feedback on the individual programmes. Dates for these visits will be sent via nhs.net accounts.

How are you assessed?

While the individual training programmes have different methods of assessment they are all competency based using work placed based tools (ADEPT, CBD and MSF). For further details please see the electronic portfolio.

The assessments are recorded in your portfolio and a summary is made at the end of each year. It is your responsibility to undertake the assessment process in accordance with the curriculum guidance. Further Guidance about Workplace- Based Assessments is given in Appendix C.

How can you access career support?

Career advice is available for all trainees. You can discuss the options for your future career plans with your Educational Supervisor. HEEM also offers a Careers Service and this will be incorporated into some of the teaching programmes.

There is a very useful resource that can be accessed via libraries: *Roads to Success: A Practical Approach to Career Planning for Medical Students, Medicine Trainees (and their supervisors)* by J Reid and C. Elton.

The Department of Health has also recently launched a new website which provides information on all medical careers: www.medicalcareers.nhs.uk

Less Than Full time Training (Flexible Training)

This can be arranged where appropriate by discussion with the Training Programme Director and the Dean.

Less than full-time (LTFT) training relates to training on a less than full time basis. It is included as one of the Improving Working Lives (England) standards and it operates at all training grades across HEEM.

There are three stages to a successful less-than-full-time training application as follows:

1. Firstly you will need to make an application using the downloadable forms on the HEEM website (www.eastmidlandsdeanery.nhs.uk)
2. Eligibility confirmation from the Deanery through the recruitment manager.
3. Less than full-time training approval form.

More information about the full process for Less-than-Full-Time training can be found on www.eastmidlandsdeanery.nhs.uk. This guidance document will provide you with a flow chart showing the process through which to apply.

Useful names & numbers

Trust	Clinical Supervisors	Main Switchboard
Royal Derby Hospital	Mr Andrew Dickenson Mr Keith Jones Mr Peter Korczak Mr David Laugharne Miss Alison Murray Mrs Anjali Patel Miss Anne-Marie Smith Mr John Stenhouse	01332 340131
Leicester Royal Infirmary	Mr Chris Avery Mr Jonathan Hayter Mr Ian Ormiston Mr Russell Samuels Mrs Cheryl Tracey	0300 303 1573
Northampton General Hospital	Mr Phillip Ameerally Mr Oliver Campbell Mr James Gallagher Mr Gavin Greig Mr Colin Harrop Mrs Sarah Lee Mr William Smith	01604 634700
Chesterfield Royal Hospital	Mr Peter Doyle Mr Robert Orr Mr Jon Sandler	01246 277271
University Hospital Nottingham	Mr Steven Clark Mr Phillip Hollows Mr Iain McVicar Mr Bob Nashed Mr Neil Poyser Mr Dilip Srinivasan Miss Liza Watson	0115 924 9924
Lincoln County Hospital	Mr Mark Buah Mr Martin Clarke Mr Mike Coupland Mrs Julia Kotyla	01522 512512