Information Handbook for

Foundation Dentists

Dental Foundation Training
Cohort 2017 to 2018

Health Education England North West
Postgraduate Dental Education & Training
3rd Floor
3 Piccadilly Place
Manchester  M1 3BN

Regatta Place, 1st Floor
Brunswick Business Park
Summers Road
Liverpool  L3 4BL

www.nwpgmd.nhs.uk

Approved by: D Read
Reviewed: August 2017
Next Review Date: August 2018
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**Terminology**

**Current**
- Dental Foundation Training (DFT or FT)
- Training Programme Director (TPD)
- Associate Dean of Dental Foundation Training (ADDFT)
- Health Education England (HEE)

**Terminology**
- Foundation Dentist (FD)
- Educational Supervisor (ES)
- Postgraduate Dental Education (PGDE)
- Health Education England North West (HEENW)

**Message from the Postgraduate Dental Dean**

Welcome to the HEENW Dental Foundation Training Scheme. May I wish you a valuable, successful and happy year in your training practice and on the day release study course.

The most commonly expressed opinion of dental foundation training by dentists of my generation is that we wish it had been available when we qualified. You now have an enviable opportunity to develop your skills and confidence without financial pressure, under the guidance of your carefully selected Educational Supervisor and your Training Programme Director.

I hope you will make the most of this opportunity. In particular, do not ever be afraid to ask for advice, or think that seeking help is a sign of incompetence. The mark of a true professional is to recognise his/her limitations and to realise how much there is still to learn – even after 5 years at Dental School. Your Educational Supervisor has been selected for his/her approachability as well as skills and experience. They and your Training Programme Director are there to help you. Use them! If your training is not proceeding as you would wish, or is not what you have been led to expect, do not hesitate to discuss the issue confidentially with your Training Programme Director – sooner rather than later.

In addition to the Dental Foundation Training Scheme there is an extensive dental postgraduate education programme in every district in HEENW.

BDA sections meet regularly and the North Western Division of the Faculty of General Dental Practitioners and various specialist societies organise courses and meetings. I hope you will avail yourself of all possible educational opportunities during this first year of your continuing education.

I hope you will enjoy meeting new colleagues, making new friends and the lively exchange of views and comforting mutual support that a Dental Foundation Training scheme provides.

I look forward to hearing how your Dental Foundation Training is going.

**Nicholas Taylor**
Dean of Postgraduate Dental Education,
Health Education England North West
Chairman of COPDEND
Health Education England North West - Dental Foundation Training Team

Dean of Postgraduate Dental Education: Mr Nicholas Taylor  
Email: nicholas.taylor@hee.nhs.uk

Associate Dean for Dental Foundation Training: Mr David Read  
E-mail: david.read@hee.nhs.uk

Dental Foundation Manager: Mrs Karen Stowell-Smith  
Email: karen.stowell-smith@hee.nhs.uk

Dental Foundation Administrator Mrs Sarah Roberts  
Email: sarah.roberts2@hee.nhs.uk
Aintree Dental Foundation Scheme

Ms Anne Budenberg  
Dental Foundation Training Programme Director

☎ 01244 317 600  
✆ 0776 744 5132  
✉ annebud62@me.com

VENUE:
Aintree University Hospital  
Longmoor Lane  
Liverpool  
L9 7AL

DFT Administrator:  
Sarah Roberts  
Telephone: 0151 479 2610  
Email: sarah.roberts2@hee.nhs.uk

Blackburn Dental Foundation Scheme

Ms Olivia Fisher  
Dental Foundation Training Programme Director

☎ 01706 370 058  
✆ 07738176943  
✉ oliviamcfisher@hotmail.com

VENUE:
Education Centre  
Royal Blackburn Hospital  
Haslingden Road  
Blackburn  
BB2 3HH

DFT Secretary:  
Shabana Ahmed  
Telephone: 01254 733233 (ext: 83233)  
Email: shabana.ahmed@elht.nhs.uk
Chester Dental Foundation Scheme

| Mr Martin Woodhead                                      | VENUE:                                                 |
| Dental Foundation Training Programme Director          | Countess of Chester Hospital                           |
|                                                      | Liverpool Road                                         |
|                                                      | Chester                                               |
|                                                      | CH2 1UL                                                |
| ☎ 0788 433 4646                                        |                                                       |
| 📧 m.woodhead@btinternet.com                           |                                                       |

DFT Administrator: Donna McGuirk
Telephone: 01244 365648
Email: donna.mcguirk@nhs.net

Lancaster Dental Foundation Scheme

| Mr Mike Stoker                                        | VENUE:                                                 |
| Dental Foundation Training Programme Director         | Lancaster Postgraduate Centre                         |
|                                                      | Royal Lancaster Infirmary                              |
|                                                      | Ashton Road, Lancaster                                 |
|                                                      | LA1 4RR                                                |
| ☎ 0151 639 2703                                       |                                                       |
| ☎ 07875 333021                                        |                                                       |
| 📧 Mike.Stoker@outlook.com                            |                                                       |

DFT Secretary: Jessica Ralston
Telephone: 0161 720 2105
Email: jessica.ralston@mbht.nhs.uk
### Liverpool Dental Foundation Scheme

<table>
<thead>
<tr>
<th>Mr Mike Williams</th>
<th>VENUE:</th>
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<tbody>
<tr>
<td>Dental Foundation Training Programme Director</td>
<td><strong>Regatta Place</strong></td>
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<td>Brunswick Business Park</td>
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<td>Summers Road</td>
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<tr>
<th>DFT Administrator:</th>
<th>Sarah Roberts</th>
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<tr>
<td>Telephone:</td>
<td>0151 479 2610</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:sarah.roberts2@hee.nhs.uk">sarah.roberts2@hee.nhs.uk</a></td>
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### North Manchester Dental Foundation Scheme

<table>
<thead>
<tr>
<th>Mr Ash Hussain</th>
<th>VENUE:</th>
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<tr>
<td>Dental Foundation Training Programme Director</td>
<td><strong>Postgraduate Centre</strong></td>
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<tr>
<td></td>
<td>North Manchester General Hospital</td>
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<td>Central Drive,</td>
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<td>Crumpsall</td>
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<td>Manchester</td>
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<td>M8 5RN</td>
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<tr>
<th>DFT Secretary:</th>
<th>Kay Byron</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>0161 720 2105</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:kay.byron@pat.nhs.uk">kay.byron@pat.nhs.uk</a></td>
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Pennine Dental Foundation Scheme

<table>
<thead>
<tr>
<th>Mr Richard Bootle</th>
<th>VENUE:</th>
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<tr>
<td>Dental Foundation Training Programme Director</td>
<td>Education Centre</td>
</tr>
<tr>
<td>☎ 0770 979 8615</td>
<td>Room G21</td>
</tr>
<tr>
<td>✉ <a href="mailto:richardbootle@btinternet.com">richardbootle@btinternet.com</a></td>
<td>The Royal Oldham Hospital</td>
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<tr>
<td></td>
<td>Rochdale Road</td>
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<tr>
<td></td>
<td>OL1 2JH</td>
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<tr>
<td>DFT Secretary:</td>
<td>Kay Byron</td>
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<tr>
<td></td>
<td>Telephone: 0161 720 2105</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:kay.byron@pat.nhs.uk">kay.byron@pat.nhs.uk</a></td>
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Whiston Dental Foundation Scheme

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<tr>
<th>Mr Nick Cooper</th>
<th>VENUE:</th>
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<tr>
<td>Dental Foundation Training Programme Director</td>
<td>Whiston Hospital</td>
</tr>
<tr>
<td>☎ 01244 343 431</td>
<td>Warrington Road</td>
</tr>
<tr>
<td>✉ 0780 942 4263</td>
<td>Prescot</td>
</tr>
<tr>
<td>✉ <a href="mailto:ncden@globalnet.co.uk">ncden@globalnet.co.uk</a></td>
<td>L35 5DR</td>
</tr>
<tr>
<td>DFT Administrator</td>
<td>Cynthia Foster</td>
</tr>
<tr>
<td></td>
<td>Telephone: 0151 290 4320</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Cynthia.foster@sthk.nhs.uk">Cynthia.foster@sthk.nhs.uk</a></td>
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<tr>
<td><strong>Wythenshawe Dental Foundation Scheme</strong></td>
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</table>
| **Mrs Christine Battison**  
**Dental Foundation Training Programme Director** | **VENUE:**  
**Education & Research Centre**  
Wythenshawe Hospital  
Southmoor Road  
Wythenshawe  
Manchester  
M23 9LT |
| ☎ 0161 447 9898  
✉ christine.battison@nhs.net | |
| **DFT Secretary:** Jo Galligan  
Postgraduate Administrator (GP and Dental)  
Telephone: 0161 291 5776  
Email: Josephine.Galligan@UHSM.NHS.UK |
Important Information

Attendance at the study days is an essential part of Dental Foundation Training and therefore holidays must **NOT** be taken during the study day programme.

Study days are usually on a Thursday at Wythenshawe and on Fridays at all other schemes.

### Term Dates 2017-2018

- **Term 1**: 1 September 2017 – 15 December 2017
- **Term 2**: 8 January 2018 – 23 March 2018
- **Term 3**: 23 April 2018 – 29 June 2018
Aims of Dental Foundation Year Training

The aims of Dental Foundation Training for the General Dental Services (GDS) are to meet the needs of unsupervised general dental practitioners by developing the clinical skills learned as an undergraduate, and by teaching administration, governance and practice management skills to promote high ethical standards and quality care for patients.

These aims are achieved by:-

1. introducing the Foundation Dentist to General Dental Practice;
2. identifying personal strengths and weaknesses and balancing them through a planned programme of training;
3. enabling the FD to practise and improve their skills free from undue financial pressure;
4. promoting the implementation of peer and self-reflection;
5. establishing the need for professional education, training and audit as a continuing process throughout the dentist’s professional life.

Objectives of Dental Foundation Training

By the end of Foundation year should be eligible to practise unsupervised as a Principal within the GDS.

Therefore, by the end of the training period the FD should be able to:

1. demonstrate the clinical skills, knowledge and values relevant to the work of an NHS GDS Performer;
2. demonstrate the necessary knowledge and skills for the organisation governance and management of successful practice;
3. manage the psychological aspects of patient care;
4. work successfully as a member of the practice team;
5. make competent and confident professional decisions with an awareness of personal strengths and weaknesses, including the need to refer when appropriate;
6. demonstrate that he/she is working within the relevant guidelines regarding ethics and confidentiality of general dental practice;
7. implement regulations and guidelines for the delivery of safe practice;
8. know how to draw on the wide range of advice and support available to general dental practitioners and health care workers;
9. demonstrate that he/she understands that continuing professional development should be a lifelong commitment.
**Getting Started**

Prior to commencing practice you should have:-

- discussed and agreed your hours of work in the practice with your Educational Supervisor which will equate to 35 hours out of term time and 28 hours during term time;

- agreed any 'out-of-hours' services to be provided by yourself (you should not be required to provide these within the first three months of your contract);

- satisfied yourself and your Educational Supervisor that you can complete attendance at the practice & study day course for 365 days as detailed in your contract;

- complied with all other terms of the contract;

- signed and received a copy of your contract;

- completed and signed the educational agreement.

By the time your contract commences you should:-

- be registered with the General Dental Council;

- be a member of a recognised defence society;

- have signed forms from the NHS England Area Team in whose area you will work, to enable an NHS contract to be set up. You will usually be asked to supply the following documentation: GDC registration certificate, birth certificate, passport, home address. (Visa if required)

By the end of your first week in practice you should have:-

- become familiar with your e-portfolio and completed the relevant initial sections;

- received a copy of the term's study day programme;

- dealt with tax (PAYE) and National Insurance – see section on “Your Salary” for further details;

- been introduced to the workings of the practice – this varies between practices, but an induction process should form the major part of your first few days in practice.
Study Days (Day Release Course)

Most of the sessions are based at the Postgraduate Centres at Aintree, Blackburn Chester, Lancaster, Liverpool, North Manchester, Pennine, Whiston, and Wythenshawe, but there are opportunities for visits to other venues. These include local laboratories, conferences, the BDA and “hands-on” facilities at MANDEC, Lancaster and Whiston.

Most study days will include problem-solving sessions where issues 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 study days is based around the Dental Foundation Curriculum but is not rigid and will be influenced by you, the FD, so your full participation and preparation for them is a must.

Attendance at all the study days on the programme is an essential criteria of satisfactory completion of the foundation year. Non-attendance will affect you receiving your certificate.

Important Points to Remember

- Times of sessions – see course programme.
- In the event of unavoidable absence telephone the TPD immediately.
- Preparation for the Study days is vital for you to be able to participate fully. The programme for the following week should be discussed in your “in practice” tutorial. It is also helpful to reflect on the subjects dealt with in the preceding week.
- The start time for each day is indicated in the programme. It is worth remembering 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 ‘absent’ for the session.
- Dental Foundation Training is preparation for membership of a profession. Accordingly, professional standards of dress are expected at the study day. Jeans, T-Shirts and Trainers are not appropriate.
- A record of attendance will be kept. Non-attendance could prevent certification of completion of the course.
Maxcourse

By 1 September you should have registered and have an account with our online booking course system entitled MaxCourse. Details on how to register will have been sent to you in July. All courses for Dental Foundation Training will be added to Maxcourse. You do not need to book yourself onto the study day, as your place will be pre-booked by your Administrator.

An attendance register will be available at the start of every study day. It is important that you sign the attendance register, as this will be sent to your Administrator as proof of attendance.

Once your attendance has been added to Maxcourse, you will receive an email to prompt you to log-in to the Maxcourse website, www.maxcourse.co.uk/henw

Once you receive this email it is essential you complete the evaluation on maxcourse. This helps everyone to review, update and improve the programme. If this is not completed you will not be able to access your Certificate of Attendance and FP84 form.

When evaluating the course, please bear these comments in mind “are we achieving our aims”?
Foundation Dentist Forum

All FDs will have input into the training scheme, to support the quality assurance process of the Dental Section of HEE. Nominated FDs from each scheme will act as representatives for their scheme, liaising with colleagues to bring ideas, suggestions and comments to the Forum group.

FDs will be asked to volunteer to be the representative of their scheme at the first study day. If there is more than one volunteer, a vote will then take place to elect a representative.
Project Work & Case Presentation

One of the requirements for successful completion of the FD year is the presentation of case studies. Further information will be given early on at the Study Days.

Case Presentation 2017/2018

Introduction

As part of your Foundation Year you are expected to produce a piece of course work. Your course work will take the form of two case presentations and a complete audit cycle (including re-audit).

We are looking for you to demonstrate your ability to produce good solid treatment planning and patient care. We want you to demonstrate that you can manage basic problems and common oral disease (caries, periodontal disease etc.). Your reflections on the case are very important.

Audit

For the audit, you are required (with the help of your ES) to select, plan and carry out an audit of your choice related to any relevant aspect of your practice. A three month re-audit must also be carried out and analysed.

You must provide a written report at the end, which will include analysis, results and reflections. It will not be sufficient to simply do the radiography audit which all practices normally do as part of their clinical governance. Please be interesting, creative and relevant.

Case Presentation Rules

You must produce two case reports.

One case report must be centered on crown and bridge work. The second case report must be centred on a minor oral surgery case which involves raising a flap and placing sutures.

It would be useful if the two case reports also included further disciplines from the following list:

1. Molar endodontic filling including final coronal restoration.
2. Periodontal care of a patient who starts with BPE score of at least 3.
3. Chrome Denture constructed and delivered.

<table>
<thead>
<tr>
<th>MUST BE INCLUDED</th>
<th>WOULD BE GOOD TO INCLUDE (not compulsory)</th>
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<tr>
<td>Case 1: Crown and Bridgework</td>
<td>Molar Endodontic</td>
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<tr>
<td>Case 2: MOS case</td>
<td>Periodontal</td>
</tr>
<tr>
<td></td>
<td>Chrome Denture</td>
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1. The patient must be seen by you from initial assessment to discharge.

2. The work MUST be carried out by you personally.

3. It is acceptable if the patient had to be seen by another dentist to deal with a dental emergency/urgency due to your being away from the practice.

A sample case has placed on the Deanery website for your information.

- All patient details MUST BE ANONYMISED.
- Purchase of expensive photographic equipment is not necessary.
- Use of photographic mirror is optional
- Use of a photographic cheek retractor is suggested.
- You must produce various photographs:
  i. Before treatment
  ii. At end of treatment
  iii. Pictures of your crown and bridge stone models.
  iv. Pictures of your crown and bridge impressions.
  v. Pictures of your bite registrations for dentures.
  vi. Pictures of your sutures placed in surgical case.
  vii. Any photographs you feel are important.
    - All clinical records that you made or took must be included.
    - It is expected that you present your cases to a very high standard.
    - It is not expected that you have the cases professionally binded. A simple and inexpensive presentation binder will be sufficient.

**Deadline for presentation**

The cases reports must be presented by term three. A final date will be given to you in due course.
CONSENT FORM

Patient Identification Number:

Title of Project:

Case presentation report.

Name of Foundation Dentist

Please initial box

1. I confirm that I have no objection to the use of my case notes, x-rays, dental photographs or laboratory models for the purpose of producing a case report.

2. I understand this is exclusively for educational purposes.

3. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason, without my medical care or legal rights being affected.

4. I understand that the information collected during this case report may be looked at by responsible individuals from the Health Education England working across North West. I give permission for these individuals to have access to this information.

5. I understand that the case report produced will not contain any information that may identify me.

6. I understand that my personal information will be protected in the normal way as per the practice confidentiality policy.

7. I agree to take part in the above.

________________________  ________________  __________________
Name of Patient  Date  Signature

________________________  ________________  __________________
Name of Person taking consent  Date  Signature
Sample Case Presentation

Please click on the link to view a sample case presentation:
Record Keeping Requirements

Dental Foundation Training & Learning e-Portfolio

All the forms for assessments will be found on the electronic portfolio along with paperwork for IRCP and FRCP

Please do not mention patients by name in your entries in the e-Portfolio – they must be anonymised.

www.dftportfolio.nhs.uk
Training for General Dental Practice

Vocational Training commenced on a voluntary experimental basis in the 1970’s. It was such a success, and so popular, that pressure mounted to make it compulsory. Since 1993 it has become a mandatory part of training for any dentist who wished to become a Principal in NHS general dental practice. It is now a requirement to be on the national performers list, locally administered from April 2013 by the Area Team of the National Commissioning Board.

After Dental Foundation Training
The dental profession has an ethical professional responsibility to keep up to date with skills and competencies. Dentists are encouraged to participate in an annual appraisal which will allow for a Personal Development Plan to be produced. This will enable them to plan their future CPD over a five year cycle.

Dentists are also encouraged to undertake clinical audit and peer review projects. Some FD’s have enjoyed the company of their colleagues on the scheme so much that they have continued to meet as a peer review group after Foundation Training.

HEENW organises an extensive programme of continuing professional development for all NHS performers. The Government introduced clinical governance into the Conditions of Service for NHS GDPs from April 2001.

After your DFT year, there are Dental Core Training Posts for those wishing to enhance their skills further for career development and/or preparation to enter Specialist Training. Detailed advice on planning your future career moves will be given during your foundation year training.

Please note that Dental Foundation Certificates will be issued at the end of the year. There will be a charge of £25.00 for copies of certificates, if you need to request a copy certificate please contact: karen.stowell-smith@hee.nhs.uk
The Foundation Training Contract: Points of Note

Make certain that all parts of the contract are agreed and completed. Any alterations, which should only be minor, must be initialled by both parties and submitted to the Director of Postgraduate Dental Education for approval.

The Educational Supervisor and FD are qualified and registered dental surgeons. The FD is employed on a standard contract. “Full time” in the context of the Dental Foundation Training Scheme is taken to mean 35 hours per week. This includes clinical time, tutorials and the study days. If there is no study day, the time should be spent in practice.

The Contract lasts a minimum of one year (365 days) and during this time the FD will receive a salary. In exceptional circumstances it may be extended to allow for certification.

The salary is superannuable under the NHS Superannuation Scheme, with contributions deducted by the Business Services Authority at source. The Educational Supervisor is responsible for the employer’s National Insurance contributions and for deducting the FD’s National Insurance and PAYE tax.

All dental practitioners must indemnify themselves against professional risks with one of the recognised defence organisations.

The Educational Supervisor must offer proper educational support including allowing the FD to attend the study days. The Educational Supervisor must not insist on the FD working in the practice during these times.

The FD must obey the Educational Supervisor’s reasonable instructions. This is central to the professional relationship.

As it is an NHS Dental Foundation Training Scheme, it is expected that the FD will undertake a full range of NHS treatment. The FD shall comply with the NHS Terms of Service. The Educational Supervisor, as employer, is responsible for the FD’s acts and omissions.

If any private work is undertaken, the fees will accrue to the Educational Supervisor or practice. The patient should be given a clear explanation of the nature of the contract under which they are being treated.

The FD is entitled to 5.6 weeks holiday including Bank Holidays. **Leave that interferes with the study day course must not, under any circumstances, be taken i.e. during term time.**

The FD must not undertake any ‘out-of-hours’ emergency cover in the first three months and arrangements should be discussed with the Educational Supervisor and TPD with regard to time off in lieu, in respect of working these additional hours.

With regard to the educational aspect of the course, the use of the e-Portfolio is central to the process and it is important that the Educational Supervisor ensures that the FD completes it satisfactorily. The Initial Interview at the beginning of the year enables both the Educational Supervisor and FD to discuss their expectations of the year and state their goals. The Dental Foundation Training & Learning e-Portfolio, profile review summaries and appraisal statements should be completed by the Educational Supervisor and FD at the stated times.
All absence from practice should be reported in your e-pdp by your educational supervisor.

If an FD is absent from the training scheme for more than 10 working days (cumulative over the year), for any reason, apart from annual leave entitlement/professional leave, training will be reviewed and may result in an extension of the contract.

Please note the details of sick pay in the contract.

**Maternity & Paternity Leave** – refer to item 25 of the COPDEND Training Contract, please discuss all matters concerning maternity & paternity leave with David Read, Associate Director of Dental Foundation Training.

**Less Than Full Time Training (LTFTT)**

It should be noted that a trainee has the right to request LTFTT and the HEE and employer has a duty to consider each application positively, there is no right to LTFTT in itself.
Your Salary

As Dental Foundation year Practitioners are employees of their Educational Supervisors practice, they must have Income Tax and National Insurance deducted.

1. Income Tax

As an employee you will pay Income Tax under the PAYE (Pay As You Earn) scheme. If you have been in employment in this tax year (after 6 April) you should have been given a P45 by your previous employer, which shows the tax you have paid and your tax code. You should pass this on to your Educational Supervisor.

If you have not been in employment in this tax year, your employer will ask you to fill in form P46 in which you will have three separate statements to consider and you must select one option.

If you have not had any earnings during the current Tax Year (from 6th April) your employer will apply the emergency tax code on what is called a ‘cumulative basis’ and you will not pay tax for the first month or two as your total income will not yet have reached the tax free allowance for those months. You will probably start paying tax in December.

If you have had earnings during the current tax year, then your employer will deduct tax at the full ‘non-cumulative’ rate from the start until HMRC send a coding notice amendment and you will then probably receive a refund of tax paid.

2. National Insurance

Your Educational Supervisor will need your NI number. If you do not have an NI number, contact the Contributions Agency (see local telephone directory or Inland Revenue website for their phone number).

You will pay Class 1 National Insurance Contributions.

3. Superannuation

You will be included in the NHS pension scheme and contributions towards your NHS Pension will be deducted at source by the Business Services Authority. If you think you may wish to opt out of this you MUST take full and proper professional advice.

4. Payslips

By law your employer must give you an itemised payslip each month, showing all the deductions.
5. Payments
These are the payments that are set out in the NHS Statement of Financial Entitlements from 1st April 2017

- Trainee’s Salary is £2,613.00 per month (£31,356.00 per annum)

- Normally NHS Superannuation is deducted at 9.3% which is £243.01 per month, thus your net pay (for income tax) is £2369.99 per month although this may not be deducted in the initial month(s) if you have unused tax allowances since April.

- National Insurance is deducted using the HMRC Table A. (This is approximately £231.96 per month as calculated on gross pay)
Guidelines for Foundation Dentists Claiming Travel and Subsistence for attending Dental Foundation Training Courses in HEE working across NW

WHO can claim?

Claims are only payable to dentists who are on the NHS National Performer List and are either current Health Education England working across North West (HEE working across NW) approved Educational Supervisors or Foundation Dentists.

WHAT can be claimed?

Expenses can be claimed for attending courses approved for Dental Foundation Training and travel costs within the UK only:

- **Second class travel and exact standard mileage.**

- **Train Travel – Standard Class only** – tickets must be purchased in advance of the date to secure the best rate.

  *N.B.* If FDs travel by rail, they should use second class and attach tickets or receipts to claim forms. If you have any queries, please do not hesitate to contact Karen Stowell-Smith (0151 479 2606) or Karen.stowell-smith@hee.nhs.uk

- **Mileage allowance:** Dentists using their own vehicle (shortest practicable route between place of work i.e. the Training Practice NOT home & place visited) = £0.25 per mile; dentists carrying one or more named eligible dentists to the same course = an additional £0.02 per mile. Where passengers are being claimed for, their full names and vehicle registration number must be included on the form.

- **Air fares within the UK** where these are no more than the equivalent land travel. (For journeys claimed in excess of 300 miles return, prior approval must be sought in writing from the Associate Dean for Dental Foundation Training and must accompany the claim).

- **Car parking (airport parking is for two days maximum)**

- **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 - 2:00pm) = £5.00, itemised receipts must be provided when making a claim.
  - **Evening meal:** (applicable when away from the practice for more than 10 hours after 7:00pm) = £15.00. The evening allowance can only be claimed if it involves an overnight stay. Itemised receipts must be provided when making a claim. *If submitting a copy of receipt in which one itemised bill was received for a group of diners, please ensure you mark clearly on the form the items that you purchased when submitting for reimbursement.
• **Accommodation:**
  
  • **Overnight Accommodation allowance:**

  Overnight accommodation allowance can only be claimed for a course that is taking place on consecutive days and falls outside the Health Education England working across the North West boundaries. If overnight accommodation is required, then authorisation will need to be explicitly authorised in advance by the Associate Dean for Dental Foundation Training.

  • **Actual receipted cost of bed & breakfast up to a maximum of £55.00**

  "If an apartment/hotel room is rented, then the names of the guests must be clearly shown on the receipt, and the final amount will then be divided equally for reimbursement."

  All claim forms must be completed accurately and honestly. You may only claim for actual expenses incurred and must not exaggerate claims, provide alternative or fabricated receipts or deliberately incur unnecessary expense. False claims are fraudulent and may be investigated by the NHS England Area Team, with onward referral to NHS Fraud Investigators and/or the GDC.

  **WHERE do I find the Claim Form?**

  The claim form will be available for you to download from your MaxCourse account, once the signed attendance register has been received by the administration department and has been approved on the system and you have completed the evaluation form – you will then be able to access this document. [http://www.maxcourse.co.uk/henw/guestHome.asp](http://www.maxcourse.co.uk/henw/guestHome.asp)

  **HOW are claims paid?**

  Claims must be submitted on a signed and completed approved claim form (FP84) counter signed by a HENW representative and sent to your Practice’s Area Team. (details of area teams noted below – if you are unsure as to what area your practice is in, please double check with your ES). **Receipts must be provided.**
**WHERE do I send my completed FP84 to for payment and processing?**

<table>
<thead>
<tr>
<th>CONTACT ADDRESSES FOR RETURNING FP84 FORMS</th>
<th>SEND TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRACTICES LOCATED IN:</strong></td>
<td><strong>NHS England - Manchester Dental Finance Department PP3,</strong></td>
</tr>
<tr>
<td></td>
<td><strong>4th Floor M1 3BN</strong></td>
</tr>
<tr>
<td>Manchester Area</td>
<td><strong>NHS England - Lancashire</strong></td>
</tr>
<tr>
<td></td>
<td><strong>2nd Floor Preston Business Centre</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Watling Street Road Preston</strong></td>
</tr>
<tr>
<td></td>
<td><strong>PR2 8DY</strong></td>
</tr>
<tr>
<td>Lancashire Area</td>
<td><strong>NHS England – Cheshire &amp; Merseyside</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dental Contractor Payments</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Regatta Place, Brunswick Business Park</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Summer Road Liverpool</strong></td>
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<tr>
<td></td>
<td><strong>L3 4BL</strong></td>
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<tr>
<td>Cheshire &amp; Merseyside</td>
<td><strong>NHS England - Manchester Dental Finance Department PP3,</strong></td>
</tr>
<tr>
<td></td>
<td><strong>4th Floor M1 3BN</strong></td>
</tr>
</tbody>
</table>

Claims must be submitted within 3 months of the event and **receipts** must be included for all travel, accommodation, meals and car parking. Trainees are advised to send claim forms by signed delivery service (you may not claim this postage cost).

Payment will be made to the NHS contract provider via monthly schedules from the Dental Service Division of the Business Service Agency. The provider must forward all expenses payments to the Foundation Dentist.

Foundation Dentists (FD’s) must keep a copy of each FP84 and your receipts for your records and send the originals to your Area Team address by recorded delivery.

**HEE WORKING ACROSS THE NORTH WEST - Postgraduate Dental Education & Training**

3rd Floor, 3 Piccadilly Place,   Manchester, M1 3BN

Regatta Place, 1st Floor, Brunswick Business Park, Summers Road, Liverpool, L3 4BL
Help & Support

If you have a problem, clinical or non-clinical your Educational Supervisor is there to assist – do use their experience to help, particularly in the first week.

Your TPD is also available to give help and advice on any problems throughout the year and can be contacted either at the practice or at home in the evenings.

The Associate Dean for Dental Foundation Training, David Read, is also available if problems cannot be resolved at a more local level.

FD’s should also be aware of the BDA Support Helpline in case of extreme problems.
Using Social Media

Key points:

- Social media can blur the boundary between an individual’s public and professional lives
- Dentists should have conservative privacy settings - be aware that not all information can be protected on the web
- The ethical and legal duty to protect patient confidentiality applies equally on the internet as to other media
- It would be inappropriate to post informal, personal or derogatory comments about patients or colleagues
- Dentists should not accept ‘friend’ requests from current or former patients
- Defamation law can apply to any comments posted on the web made in either a personal or professional capacity

Dentists should be conscious of their online image and how it may impact on their professional standing!
Useful Addresses
COPDEND  www.copdend.org

British Dental Association
64 Wimpole Street
London  W1G 8YS
Tel:  020 7935 0875
Fax:  020 7487 5232
Email:  enquiries@bda.org
Web:  www.bda.org.

General Dental Council
37 Wimpole Street
London  W1G 8DQ
Tel:  0845 222 4141
Web:  www.gdc-uk.org

Faculty of General Dental Practitioners
The Royal College of Surgeons of England
35/43 Lincoln’s Inn Fields
London  WC2A 3PN
Tel:  0207 7869 6754
Email:  fgdp@rcseng.ac.uk

Faculty of Dental Surgery
Royal College of Surgeons of England
35/43 Lincoln’s Inn Fields
London  WC2A 3PE
Tel:  020 7869 6810
Email:  fds@rcseng.ac.uk
Web:  www.rcseng.ac.uk

Medical & Dental Defence Union
Mackintosh House
120 Blythswood Street
Glasgow  G2 4EA
Tel:  0845 270 2034
Fax:  0141 228 1208
Email:  advice@mddus.com
The Dental Defence Union
MDU Services Limited
230 Blackfriars Road
London  SE1 8PJ
Tel:  0800 085 0614
Email:  advisory@theddu.com

Dental Protection Society
33 Cavendish Square
London  W1G 0PS
Tel:  0845 608 4000
Fax:  020 7399 1401
Email:  enquiries@dentalprotection.org
Web:  www.dentalprotection.org.uk

NHS Business Services Authority
Stella House, Goldcrest Way
Newburn Riverside Park
Newcastle Upon Tyne
NE15 8NY
Tel:  0191 232 5371
Email:  nhsbsa.nhs.uk

The Foundation Curriculum
A Curriculum for UK Dental Foundation Programme Training - COPDEND