

# Tutorial Guide for General Dental Practice

Health Education England

2016-17



# Introduction

This document is intended to support our trainers during their tutorial sessions with their trainees.

This is not intended to be a PRESCRIPTIVE guide but one that should enable you to design suitable tutorials in conjunction with your trainee which cover the curriculum set out by the Committee of Postgraduate Dental Deans and Directors (COPDEND).

Many trainers will have built up “tutorial libraries” over the years and we would not want them to give up using these resources, which will hopefully be complimented by the tutorial guide. We also hope that the guide will be particularly useful to those less experienced trainers, developing their portfolio of tutorials. Whatever you decide, we hope that the advantages of using the guide far outweigh any perceived disadvantages!

The guide sets out a range of tutorial topics, which should not be considered as being exhaustive or complete. It is hoped that feedback from trainers and trainees will allow us to add and update topics on an annual basis.

Each tutorial topic has a list of suggested discussion items. Again, these are not prescriptive or exhaustive and trainers are free to use these lists as they feel appropriate. We have also suggested some supporting material for the tutorials and some preparatory material to be read by the Dental Foundation Trainees prior to the tutorial. Once again, trainers can add to these lists as they see fit and these will change over time. Some of the topics will need to be revisited over the course of the year as the DFT gains experience and has the capacity to understand some of the more complex areas within topics. Equally, some topics may well take far more than one tutorial session to cover and trainers will adjust timings and content as they feel necessary.

The tutorials have been divided into Induction, Term 1 and Term 2 tutorials. This is simply a guide and there is no expectation that on any given week a specific tutorial is being done across London.

The tutorial meeting has long been considered one of the cornerstones in the Trainer/Trainee relationship. Trainees will always benefit from some preparation before a tutorial and this guide should assist as a prompt in the process of identifying the next topic. Naturally whilst a tutorial will have been prepared by both trainer and trainee, more pressing concerns relating to patients care may need to be discussed during the tutorial or case based discussions may be done in those times. There is flexibility in the system to allow for this.

This guide can act as suitable prompt for the trainee when they are completing their DFT portfolio entries on the tutorial as well as for the trainer when they make their comment which is a contractual requirement.

We are grateful to the Committee of Vocational Training (CVT) and the Wales Deanery for the original concept, content and design of this guide which was first published in 2006 and from which this version borrows heavily. Imitation is the sincerest form of professional flattery.

Both trainers and trainees can use the guide to make contemporaneous notes about the dates and progress of tutorials.

## Tutorial guide for general dental practice

Finally, and to ensure that both trainers and trainees achieve the most from the tutorials, trainers should schedule tutorials at such a time when they can be certain that both DFT and trainer will be ready to start on time and are protected from any intrusion for the period of the tutorial. Tutorials should normally take place during working hours and not take place during a trainee's lunch break.

The ideal time for tutorials is at the beginning of a session to ensure that protected time is available for all.

Enjoy your year!

Elizabeth Jones OBE  
Postgraduate Dental Dean

## Competency Framework

DOMAIN	MAJOR COMPETENCIES
Clinical	1.Patient examination and diagnosis
	2.Treatment planning and patient management
	3.Health promotion and disease
	4.Medical and dental emergencies
	5.Anaesthesia, sedation, pain and anxiety control
	6.Periodontal therapy and management of soft tissues
	7.Hard and soft tissue surgery
	8.Non-surgical management of the hard and soft tissues of the head and neck
	9.Management of the developing dentition
	10.Restoration of teeth
	11.Replacment of teeth
Communication	1.Patient and family
	2.Clinical team and peers
	3.Other professionals
Professionalism	1.Ethics
	2.Patients
	3.Self
	4.Clinical team and peers
Management and leadership	1.Personal and practice organisation
	2.Legislative
	3.Financial
	4.Leadership and management

## INDUCTION

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# Introduction to Practice

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## *Discussion headings*

1. Relationships with staff and patients
2. Hours of attendance and timekeeping
3. Dress code
4. Holiday arrangements and advance notice
5. Tutorial arrangements
6. DF1 study days / non study day
7. Surgery routines
8. Emergency equipment and systems
8. Working with your nurse
9. Computer systems
10. The first few days
11. Contract
12. NHS Regulations

## *Pre tutorial action*

1. Review practice layout
2. Order practice tunics

## *Tutorial resources*

Practice leaflet, policies and protocols  
Induction checklist on DFT Portfolio

## *Expected educational outcomes*

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The Foundation dentist should understand:

- What is expected when they work within the practice
- How they are expected to work with and treat their co-workers
- Surgery / Practice routines

# DFT Portfolio

## *Discussion headings*

1. What it is
2. What it is for
3. Why you need it
4. The sections
5. How to fill the sections in
6. Trainer monitoring of Portfolio
7. Patch Associate Dean monitoring of Portfolio
8. Reflective learning
9. Assessments
10. Clinical experience log

## *Pre tutorial action*

- Access portfolio
- Complete clinical checklist
- Complete Participants details
- Complete educational agreement

## *Tutorial resources*

- e-portfolio
- Reflective writing: a basic introduction by Martin Hampton (<http://www.port.ac.uk>)

## *Expected educational outcomes*

The DFT should:

- Understand the advantages of reflective learning
- Understand the necessity to complete the entries and ensure they are signed by both the DFT and the trainer
- Be able to produce a completed Portfolio at the end of their training period

# Personal Development Plans

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## *Discussion headings*

1. What it is
2. What it is for
3. Why you need it
4. The sections
5. How to fill the sections
6. Identifying learning goals
7. SMART goals

## *Pre tutorial action*

Carry out SWOT analysis

## *Tutorial resources*

DFT portfolio

<http://www.faculty.londondeanery.ac.uk/e-learning/appraisal/>.

Personal Development Plans for Dentists (see resources for full reference).

## *Expected educational outcomes*

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The DFT should:

- understand why it is important to evaluate all training and development and produce a personal development plan
- understand how to planning CPD and lifelong learning via the use of a simple PDP



# NHS Regulations

## *Discussion headings*

1. NHS Regulations
2. NHS Charges
3. Exemptions
4. Guidance on different treatment bands

## *Pre tutorial action*

Familiarise with NHA paperwork

## *Tutorial resources*

[www.legislation.gov.uk/ukxi/2005/3477/made](http://www.legislation.gov.uk/ukxi/2005/3477/made)  
[lexisweb.co.uk/si/2005/501-600/national-health-service-dental](http://lexisweb.co.uk/si/2005/501-600/national-health-service-dental)  
[www.opsi.gov.uk/si/si2005/draft/em/uksidem\\_0110736400\\_en.pdf](http://www.opsi.gov.uk/si/si2005/draft/em/uksidem_0110736400_en.pdf)

## *Expected educational outcomes*

The DFT should:

- understand current NHS Regulations including interpretation of the regulations / treatment claims

# Four Handed Dentistry and Posture

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Patient position
2. Work area used
3. Operatory equipment
4. Instrument exchange
5. Balance Posture for Operator
6. Simplification of work zones
7. Standardization of Work Procedures

Assess current working habits

Dentist and Dental nurse position and [posturdentalcare.com/media/en-US/education/ce65/ce65.pdf](http://posturdentalcare.com/media/en-US/education/ce65/ce65.pdf).

## *Expected educational outcomes*

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DFT should identify the basic tenets of true four-handed dentistry

- Motion economy
- Identify the basic zones of activity
- Define dental team responsibilities to ensure effective four-handed dentistry
- Understand the most ergonomic ways to deliver dentistry

# Prescribing in general practice

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## *Discussion headings*

1. NHS Regulations
2. Dental Practitioner Formulary
4. Prescription writing
5. Prescribing guidelines
6. Private prescribing
7. Working with your pharmacist

## *Pre tutorial action*

Trainee to read BDA Advice sheet  
Complete specimen prescriptions

## *Tutorial resources*

Antimicrobial prescribing FGDP.  
SDCEP Drug Prescribing for Dentistry.  
BNF online at <http://www.bnf.org/bnf/>.

## *Expected educational outcomes*

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The DFT should:

- Understand fully the regulatory and clinical implications of prescribing
- Understand current “Best practice” in prescribing

# Examination And Treatment Planning In General Practice

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## *Discussion headings*

1. Definition of treatment planning
2. Gathering information
3. Assessing information
4. Development of options & recording
5. Communicate with patients/cost
6. Devising definitive treatment plan
7. Informed consent
8. Appointment planning
9. Smoking cessation and preventive advice
10. Oral cancer screening

## *Pre tutorial action*

Identify patient or previous cases  
Gather information

## *Tutorial resources*

Patient records.  
Models, radiographs and photos.  
FGDP Selection Criteria for Dental Radiography.

## *Expected educational outcomes*

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- A practitioner who can safely assimilate, digest then develop a suitable range of treatment planning options for each individual case.
- Communicate and gain informed consent and approval for suggested treatment plans

# Patients In Pain & Diagnosis of Pain

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Definition
2. Patients in pain for seeing patients in pain
3. Practice policy and appointment management
4. NHS Regs-urgent treatment
5. Diagnosis & aids
6. T.M.J other facial pain
8. Effective Anaesthesia
9. Practice policy for seeing patients in pain
10. Sensitivity and sensibility of diagnostic tests
11. Aftercare/advice
12. Review
13. Prescription writing
14. Scheduling emergency appointments

Review BNF  
Cases to discuss

BNF online & App, SCDEP booklet

## *Expected educational outcomes*

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The DFT should:

- Understand the nature and assess the urgency of treatment for patients with dental emergencies
- Understand a structured diagnostic pathway
- Be able to make an accurate diagnosis of dental and facial pain

# Dental Radiography In Practice

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## *Discussion headings*

1. IRMER
2. When to take
3. Which to take
4. How to take
5. Developing
6. Reporting/diagnosis
7. Storage
8. Audit
9. Local rules
10. Equipment maintenance

## *Pre tutorial action*

Previous radiographs discussed  
Radiation protection file

## *Tutorial resources*

Practice guidelines.  
NRPB guidance notes for dental practitioners  
  
FGDP Selection Criteria Guidelines.

## *Expected educational outcomes*

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The DFT should:

- Be able to assess when x rays should be taken
- Be able to report and record their findings
- Understand fully IRMER and the implications for practice

# Health & Safety in Practice

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## *Discussion headings*

1. COSHH
2. Radiation
3. RIDDOR
4. Clinical waste
5. Mercury spillage
6. Hep B testing and seroconversion
7. Electrical checks
8. Posture working position
9. Stress management
10. Documentation/certification
11. Role of CQC

## *Pre tutorial action*

Review BDA advice sheets  
Data Protection policy  
Pressure vessel documentation

## *Tutorial resources*

BDA Advice sheet A3/A12  
Third party guidance

## *Expected educational outcomes*

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The DFT should:

- Be aware of their professional responsibility for the implementation of Health and Safety in practice
- Understand the range of items that are applicable and be able to access appropriate advice where necessary

# Consent and confidentiality

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Rights, duties and responsibilities
2. Professional duties of dentists and his team
3. Confidentiality
4. Consent and informed consent
5. Handling complaints

DPL and DDU publications

## *Expected educational outcomes*

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The DFT should:

- Understand and apply the principles of consent and confidentiality in the context of clinical dentistry



# Local Anaesthesia

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## Discussion headings

## Pre tutorial action

## Tutorial resources

1. Brief history of Local Anaesthesia in use in the practice	Review types of anaesthesia	Bahl R. Local anesthesia in dentistry.  Anesthesia Progress. 2004;51(4):138-142. Reasons for failed local anaesthesia in dentistry Radford A1. British Dental Journal 186, 15 - 20 (1999) How to overcome failed local anaesthesia J G Meechan BDJ 2015 A nomogram to calculate the maximum dose of local anaesthetic in a paediatric dental setting
2. Purpose and Types of Local Anaesthesia		
3. Administration of Anaesthesia		
4. Medical History		
5. Informed Consent		
6. Patient Monitoring		
7. Recognizing and Managing Contraindications, Allergic Reactions, and Side Effects		
8. Anatomy: The Maxillary Nerve, The Mandibular Nerve, Relationship of Maxillary Nerve to Maxilla Relationship of Mandibular Nerve to Mandible		
9. Techniques for Delivering Anaesthesia		
10. Occupational Safety and Related Regulations and Recommendations		
11. Managing Emergencies		
12. New Technologies		
13. Local Anaesthetic Reversal Agent		

## Expected educational outcomes

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The DFT should:

- Explain the anatomy and nerve supply of the teeth
- Discuss factors relating to different local anaesthetic techniques
- Recognize reasons for failure of anaesthesia
- Understand the importance of a patient's medical history
- List the different types of anaesthetics and their usage

# Infection control in practice

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Hand washing
2. Decontamination cycle
3. DFT role & responsibility

BDA Advice sheet A12  
Practice policies

Infection control audit  
3<sup>rd</sup> party publications  
HTM 01-05 (<https://www.gov.uk/.../decontamination-in-primary-care-dental-practices>)  
[www.ips.uk.net/professional-practice/resources1/dental-audit-tool/](http://www.ips.uk.net/professional-practice/resources1/dental-audit-tool/)

4. DCP role & responsibility
5. Autoclaves, ultrasonics, washer disinfectors
6. Handpiece processing
7. Disinfection of items leaving practice
8. Clinical waste
9. Special waste
10. Needle stick injury and responsibility

## *Expected educational outcomes*

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The DFT should:

- Understand the importance and practicality of cross infection control
- Be aware of their role in the cycle of cross infection control
- Be aware of the most up to date guidance for practitioner

# Referral criteria for specialist opinions

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## *Discussion headings*

1. When to refer
2. Key components of a referral letter
3. Discuss local referral criteria

## *Pre tutorial action*

Read GDC guidelines on referrals

## *Tutorial resources*

GDC Standards  
NHS England Oral Surgery Criteria  
[www.bsperio.org.uk/publications/parameters\\_of\\_care](http://www.bsperio.org.uk/publications/parameters_of_care).  
Review cases

## *Expected educational outcomes*

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The DFT should:

- Understand how to write a referral letter
- Be familiar for criteria for referral
- Be familiar with local referral guidelines and understand clinical acceptance criteria
- Understand responsibilities as referring clinician

# Early diagnosis of oral carcinoma

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## *Discussion headings*

1. Aetiology oral carcinoma
2. Epidemiology oral carcinoma
3. Oral cancer screening
4. Local referral protocols
5. Record keeping

## *Pre tutorial action*

Review current screening process

## *Tutorial resources*

[www.bsom.org.uk/home/early-mouth-cancer/](http://www.bsom.org.uk/home/early-mouth-cancer/)  
[www.nidcr.nih.gov/oralhealth/.../OralCancer/DetectingOralCancer.htm](http://www.nidcr.nih.gov/oralhealth/.../OralCancer/DetectingOralCancer.htm)  
Review J Int Med Res. 2010 May-Jun;38(3):737-49. Early diagnosis of oral cancer.

## *Expected educational outcomes*

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The DFT should:

- Oral cancer epidemiology
- Importance of routine opportunistic screening for oral cancer
- How to carry out an oral cancer soft tissue examination and record keeping
- Appropriate referral procedure; 2 weeks wait referral pathway
- Common forms of treatment for oral cancer

# Record Keeping in Practice

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Different types of records
2. Review of current practice
3. Confidentiality and access to records
4. Legislation relating to record keeping
5. Practice Templates

<http://www.fgdp.org.uk/publications/standardsindentistryonline.ashx>

## *Expected educational outcomes*

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The DFT should:

- Understand different types of records kept within dental practice.
- Apply current legislation & guidance to record keeping.
- Apply management (retention) legislation to the record keeping.
- Understand the key issues for dental record keeping & the relevance of current legislation & guidance

**TERM 1**



## TERM 1

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# Understanding occlusion

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Definitions
2. Ideal occlusion
3. Basic Mandibular Movements
4. Interferences
5. Different approaches
6. Risk management
7. Facebow Transfer
8. Recording ICP
9. Recording Centric Relation
10. Lateral and Protrusive Records
11. Incisal Guidance Table
12. Articulators

BDJ 2001 Occlusion: What is occlusion? S Davies & R M J Gray

## *Expected educational outcomes*

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The DFT should:

- understand the relevance of occlusal analysis and occlusal considerations when planning restorative treatments
- be familiar with the role of articulators and facebow transfer records
- be able to apply this knowledge



# Endodontics in practice

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## *Discussion headings*

1. Diagnosis/symptoms/ treatment planning
2. Rubber dam
3. Access cavity and anatomy
4. Techniques and rotary systems
5. Time management
6. Patient info/ choice/ consent
7. Fees
8. Obturation
9. Dealing with failed endodontics
10. Use of Radiographs

## *Pre tutorial action*

- Prepare access cavity in extracted teeth  
Review obturation techniques  
Review file types in practice

## *Tutorial resources*

- Rads of completed cases  
Failed cases

## *Expected educational outcomes*

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The DFT should:

- Be aware of the need for good pre-treatment assessment and appropriate radiographs
- Be aware of the NHS regulations in relation to endodontics and subsequent restoration
- Be aware of the clear need for safe practice and use of rubber dam

# Paediatric Dentistry

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. High /Low risk dental disease
2. Patient management/NHS regs
3. Oral hygiene/prevention
4. Fluoride/fissure sealants
5. Developing dentition
6. Treatment planning
7. Trauma
8. Stainless steel crowns and Hall technique
9. Erosion/diet analysis
10. Deciduous pulp therapy
11. Endodontics of permanent teeth
12. Referral to Paediatric Departments
13. Orthodontic assessment and treatment

Review article BSPD UK National Clinical Guidelines in Paediatric Dentistry: stainless steel preformed crowns for primary molars

## *Expected educational outcomes*

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The DFT should:

- Understand the preventative/treatment options available to their patients

# Minor oral surgery

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## *Discussion headings*

1. Fractured teeth/roots
2. Impacted 8's
3. Apicectomy
4. Pre-op info/consent
5. Post-op instructions
6. Radiographic reqs
7. Referrals – when
8. Dealing with post-op problems
9. Pharmacology

## *Pre tutorial action*

- Review experience at dental school  
Review example referral letters

## *Tutorial resources*

- Radiographs  
Surgical kit  
Elevators  
Forceps

## *Expected educational outcomes*

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The DFT should:

- Be aware of their limitations and be able to fully assess cases prior to treatment
- Be able to make appropriate referral to specialist practitioners and secondary care

# Periodontal disease and patient management in practice

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Screening/diagnosis
2. BPE
  
3. Medical history/predisposing factors
4. Radiographs
5. Treatment rationale/planning
6. Referral to specialist
7. Prescribing to hygienist
8. Implementing treatment
9. Non-surgical management
10. Other treatment – Perio chips etc.

British Perio Society “Young Practitioners guide”  
BDJ 2015 ‘Producing guidance for the management of patients with chronic periodontal disease in general dental practice’ G. Allen.

## *Expected educational outcomes*

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The DFT should:

- Be able to make accurate diagnosis and recording of periodontal disease
- Should be able to advise on treatment regimes and refer if required

# Impression techniques and materials

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## *Discussion headings*

1. Materials available in practice
2. Plastic versus metal trays
3. Use and choice of retraction cord
4. Post impression handling / disinfection
5. Recognising poor impressions/ audit
6. Common problems with impressions
7. Anatomical problems
8. Gagging
9. Working with your lab

## *Pre tutorial action*

Review materials in practice  
Instruction sheets

## *Tutorial resources*

Dental materials book

## *Expected educational outcomes*

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The DFT should:

- Understand the materials available in practice and their indications for use
- Be able to recognise inaccurate impressions
- Understand best practice in disinfection of impressions

# Cracked Tooth Syndrome

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Symptoms
2. Diagnosis
3. Visual examination and transillumination
4. Dye tests
5. Magnification
6. Bite tests
7. Aetiology
8. Treatment
9. Prevention

BDJ 2010: Cracked Tooth syndrome

## *Expected educational outcomes*

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The DFT should:

- Understand the symptoms and diagnosis of the cracked tooth syndrome.
- Understand the aetiology of the cracked tooth syndrome.
- Understand the treatment options and prevention of the cracked tooth syndrome.

# Dental Laboratories

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## *Discussion headings*

1. Lab Types / sizes
2. Pick up/postal services
3. Quality & services
4. Turn round times
5. Communication with your Lab
6. Lab Fees
7. Remakes
8. Labs in other countries

## *Pre tutorial action*

Lab guides  
Medical devices directives

## *Tutorial resources*

Lab fees  
GDC STANDARDS ON COMMISSIONING AND  
MANUFACTURING DENTAL APPLIANCES

## *Expected educational outcomes*

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The DFT should:

- Understand how to communicate effectively with their lab
- Understand the costs likely to be associated with treatment
- Understand the criteria for monitoring quality

# Clinical Photography

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Review camera equipment and accessories
2. Review different camera settings for predictable results
3. Setting up the camera, aperture, shutter speed and flash settings
4. Uses of photography within the dental practice
5. Positioning
6. 12 key photographic views
7. Consent

Camera to be ready

[www.photographyfordentists.com](http://www.photographyfordentists.com)

## *Expected educational outcomes*

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The DFT should:

- Understand how to take high quality images for patient assessment and record keeping



# Failed and cancelled appointment, bad debt management

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Failed appointments definition
2. Cancelled appointments
3. Loss of clinical time
4. Monitoring / Audit
5. Prevention of FTAs
6. Prevention of CAs
7. Charges to patients
8. Refusal to see again
9. NHS Regulations

Practice policy  
NHS England policy

## *Expected educational outcomes*

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The DFT should:

- Understand NHS Regulations in relation to failed and cancelled appointments
- Understand the benefits of controlling failed and late cancelled appointments

# Patient complaints

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## *Discussion headings*

1. Local Procedures
2. Sequence of events
3. Different types/risk factors
4. Logging complaints
5. Dealing with
6. Resolution – self/refer
7. When can't resolve locally
8. Role of NHS England/Ombudsman
9. Importance of good records
10. Defence unions
11. GDC involvement

## *Pre tutorial action*

- Review practice policy
- Review previous complaints
- NHS Choices
- Review Defence organisation advice

## *Tutorial resources*

- Role play/scenario
- Case studies

## *Expected educational outcomes*

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The DFT should:

- Be able to recognise situations that might lead to a complaint
- Be aware of the practice complaints policy and procedures
- Be fully aware of the NHS patient complaints process

# Review of Management of Medical Emergencies

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. ABCDE approach
2. Using the team
3. Patient safety issues
4. First aid

Familiarise with practice equipment

<https://www.resus.org.uk/>

## *Expected educational outcomes*

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The DFT should:

- Effectively use the stepwise ABCDE approach.
- Identify how the simulations translate to actual practice including consideration of teamwork, safety and decision-making.
- To be able to use a structured approach to assess and manage emergencies

# Role of Health and Professional Bodies

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## *Discussion headings*

1. GDC role
2. CQC role
3. NHS England
4. BDA
5. LDC
6. Professional bodies
7. FGDP

## *Pre tutorial action*

Review of websites of main regulatory and professional bodies

## *Tutorial resources*

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## *Expected educational outcomes*

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The DFT should:

- Have an understanding of the structure, rules and regulations associated with the health and professional bodies

# Orthodontic assessment and diagnosis

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Review of orthodontic classifications
2. What to look for in orthodontic terms when the child is in mixed dentition
3. When and what to refer for interceptive orthodontics
4. Update in IOTN and the latest in NHS funding in orthodontics
5. What and who qualifies for NHS orthodontic treatment
6. Waiting lists
7. Local referral protocols

Local referral protocols

<http://www.bos.org.uk/Public-Patients/Orthodontics-For-Children-Teens/Fact-File-FAQ/What-Is-The-IOTN>

## *Expected educational outcomes*

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The DFT should:

- Understand orthodontic assessment in general dental practice.
- Understand appropriate referrals for orthodontic treatment under the NHS

# Delivering prevention

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## *Discussion headings*

1. Review of prevention in practice
2. Risk factors
3. Guidelines
4. Caries prevention
5. Periodontal disease risk factors
6. Peri-implantitis and risk factors
7. Oral cancer risk factors
8. Smoking cessation
9. Healthier eating
10. Fluoride application
11. Use of team members
12. Consent and liability
13. GDC scope of practice

## *Pre tutorial action*

Review 'Delivering Better Oral Health Toolkit' version 3

## *Tutorial resources*

The National Centre for Smoking Cessation and Training (NCSCCT): Online module

BDJ 2015: Reflections on a training course reorienting dental towards prevention

## *Expected educational outcomes*

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The DFT should:

- Be familiarised with the DBOH toolkit
- Understand use of the dental team in prevention and application of fluoride varnish

# Trauma

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## *Discussion headings*

1. History taking and recording
2. Examination and x rays
3. Assessment
4. Diagnosis
5. Non accidental injury-safeguarding
6. Treatment planning– options/consent/issues
7. Referral for further care
8. Orthodontic issues
9. Long term monitoring and patient management

## *Pre tutorial action*

Child protection policy  
 Identify previous cases to discuss  
[www.iadt-dentaltrauma.org/guidelines\\_book.pdf](http://www.iadt-dentaltrauma.org/guidelines_book.pdf)

## *Tutorial resources*

[www.dentaltraumaguide.org/](http://www.dentaltraumaguide.org/)  
[www.dentaltraumaguide.org/permanent\\_teeth.aspx](http://www.dentaltraumaguide.org/permanent_teeth.aspx)

## *Expected educational outcomes*

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The DFT should:

- Be competent in the assessment, diagnosis and treatment of trauma in the child dentition.
- Understand the nature and signs of non-accidental injury
- Be able to make appropriate referral to specialist care or other agencies

# Crown and bridge in general practice

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Treatment planning & case selection
2. Clinical techniques
3. Discussing treatment proposals with patients
4. Impression techniques
5. Labs choice / benefits
6. Costs
7. Common problems
8. Aesthetic expectations of patient
9. Temp cover / materials and techniques
10. Occlusion

Review lab brochures

Clinical photos  
Study models

## *Expected educational outcomes*

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The DFT should:

- Understand the implications of cost versus profit in relation to the provision of laboratory constructed items



# Denture construction in practice

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## *Discussion headings*

1. Full dentures in practice
2. Partial dentures in practice
3. Additions & relines & repairs
4. Impression techniques
5. Bite registration
6. Copy/conventional
7. NHS/Private profitability
8. Common problems
9. Patient expectations
10. Chrome v acrylic
11. Dealing with lab

## *Pre tutorial action*

- Review lab brochures  
Review lab charges

## *Tutorial resources*

- Review unfitted dentures  
Try-ins

---

## *Expected educational outcomes*

The DFT should:

- Recognise problems and complications commonly encountered during denture construction

# Evidence Based Dentistry

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Making sense of the literature

Log in for Athens

<http://atoothgerm.blogspot.co.uk/2014/11/so-wheres-evidence-base.html?m=1>

2. Critical appraisal of systematic reviews

3. Methodological appraisal of trials

<http://ebd.ada.org/en/education/tutorials>

4. Using appraisal tools

<http://www.cebm.net/critical-appraisal/>

5. Judging risk of bias

6. Choosing something to change

7. Designing an audit cycle

8. Understanding difference between audit and research

[www.cebd.org/practising-EBD](http://www.cebd.org/practising-EBD)

## *Expected educational outcomes*

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The DFT should:

- Identify different types of bias that affect the validity of a study
- Critically appraise the methods of a randomised controlled trial
- Describe the use of audit to evaluate adherence to practice and objectively assess patient outcomes

## TERM 2



## TERM 2

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# Tooth Surface Loss

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Aetiology
2. Classification
3. BEWE
4. Conservative management
5. Dahl concept
6. Record keeping
7. Risk management

BDJ 2012: Oral diagnosis and treatment planning: part 4.  
Non-carious tooth surface loss and assessment of risk

Wazani et al BDH E13 10 (2012) The Signs and Symptoms  
in a Referred Group of Patients

## *Expected educational outcomes*

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The DFT should:

- Have an overview of the aetiology and management of tooth surface loss.

# Implications of an ageing population

---

## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

---

1. Relationship between medical health, medication and dental health
2. Advantages and disadvantages of restoring or accepting spaces
3. Assessment of the restorability of natural teeth

## *Expected educational outcomes*

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The DFT should:

- Appropriately treatment plan for the older dentition
- Evaluate the implications of endodontic and periodontal involvement on option appraisal
- Ensure the longevity of restorations

# Orthodontic treatment planning

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Patient assessment and examination
2. Treatment planning
3. Appliance choices
4. Risks in orthodontic
5. Extractions in orthodontics
6. Anchorage control and distal movement
7. Impacted teeth
8. Orthodontic tooth movement
9. Combined orthodontic treatment
10. Multidisciplinary care

Review cases

Review local referral protocols

## *Expected educational outcomes*

---

The DFT should:

- Have a better understanding of orthodontic assessment in general dental practice.
  - Have a better understanding of the orthodontic and restorative interface in general dental practice.
  - Have a better understanding of orthodontic assessment in general dental practice.
  - Have a better understanding of the orthodontic and restorative interface in general dental practice.
-

# Endodontic Troubleshooting

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Diagnosis
2. Treatment planning
3. Preoperative restoration and placement of rubber dam
4. Problems in dental anaesthesia
5. Treatment of endodontic emergencies
6. Troubleshooting in gaining access to the root canal system
7. Visualization
8. Problems in determining endodontic working length
9. Problems in root canal preparation
10. Problems of root canal obturation
11. Assessment of healing, success and failure
12. Vertical tooth and root fractures
13. Periodontal–endodontal lesions
14. Perforations
15. Instrument fractures
16. Retreatment
17. Incomplete root formation
18. Aspiration and swallowing accidents
19. Treatment of teeth with anatomical malformations

Review of cases

## *Expected educational outcomes*

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The DFT should:

- Understand how to overcome common problems that can arise during root treatments



# Management of Anxious patients

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## *Discussion headings*

1. Phobic Patients
2. Relaxation Techniques
3. Medication/oral sedation
4. Relative Analgesia
5. I.V. Sedation
6. Training Courses
7. Patient Selection
8. GDC Guidelines
9. Referral for General
10. Anaesthesia

## *Pre tutorial action*

Review of undergraduate notes  
Conscious sedation guidance  
GDC Standards

## *Tutorial resources*

Case studies

---

## *Expected educational outcomes*

The DFT should:

- Understand the presentation of anxious patients
- Understand the treatment options available
- Understand the need for and routes of referral

# Litigation and Dental law

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## *Discussion headings*

1. Confidentiality, Professional and legal obligations
2. Consent to Disclosure and competency
3. Valid consent and who can consent
4. Adults without capacity
5. Children and consent
6. Disclosing records to third parties
7. Patient records, ownership and access
8. Writing dental reports / witness to fact reports
9. Appearance in court
10. Negligence in patient care

## *Pre tutorial action*

BDA Advice sheets  
Defence organisation publications  
GDC Standards book  
GDC booklets

## *Tutorial resources*

GDC cases

## *Expected educational outcomes*

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The DFT should:

- Be aware of the importance of a thorough understanding of their legal and professional obligations
- Understand how to work with their defence/indemnity organisation

# Employment of staff in practice

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## *Discussion headings*

## *Pre tutorial action*

## *Tutorial resources*

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1. Staff Wages / guidelines/bonuses
2. Contract / BDA advice sheets
3. Behaviour / expectations / dress code
4. Staff appraisal
5. Practice meetings
6. Discipline/complaints/discrimination policy
7. Staff training / monitoring
8. Health & Safety / staff implementation
9. Employment Law / working hours directive
10. Quality assurance programmes
11. Holiday entitlement / sick leave /maternity leave
12. Tax / national insurance payments

Staff contracts  
BDA advice sheets

BDA advice sheets  
Practice documentation  
Practice manual

## *Expected educational outcomes*

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The DFT should:

- Understand the practice employment policy
- Have discussed Government employment law

# Career choices after Dental Foundation Training

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## *Discussion headings*

1. Identifying personal / life goals
2. Employment options
3. Being self employed
4. Financial needs / work life balance
5. CDS
6. Hospital/Post grad examinations
7. General practice
8. Private practice
9. Starting own practice
10. Travelling abroad/Charity
11. CPD requirements
12. Dental politics/teaching/law

## *Pre tutorial action*

Reviewing personal options  
Check BDJ/NHS Jobs

## *Tutorial resources*

Examples of trainers' pathway

## *Expected educational outcomes*

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The DFT should:

- A clearer understanding of their options
- A clearer understanding of the life- long effects of incorrect choices
- A ' five year plan' PDP following on from DF training

# Personal finance for the self-employed associate

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## *Discussion headings*

1. Personal Finance
2. Self-employed implications  
Accountants/Banks/Financial Adviser
3. Health insurance
4. Taxation
5. Superannuation/pension
6. Debt management
7. Cash flow
8. Overview of practice accounts
9. Assoc. agreements

## *Pre tutorial action*

VDP to construct income/expenditure  
Models on current circumstances  
Review of bank rates/mortgages

## *Tutorial resources*

Schedules  
Lab bills  
Associate agreements

## *Expected educational outcomes*

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The DFT should:

- Understand the importance of good personal financial management
- Understand the need for long term financial planning

# Appendix

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## BDA Advice

BDA Advice publications are free to all BDA Members either by direct contact with the BDA or as downloads from the BDA website. The BDA compendium also contains (on CD Rom) all the information that you may require.

There are other sources of similar information from Denplan and CODE (Confederation of Dental Employers)

## Useful Literature and Papers

1. Smales and Berekally 2007 EJPRD Long-term survival of Direct and Indirect Restorations placed for the Treatment of Advanced Tooth Wear.
2. Woodley et al 1996 – Retrospective Audit of Patients with Advanced tooth Wear Restored with Removable Partial Denture EJPRD 1986 4 185-191
3. Gulamali et al 2011 survival analysis of direct Dahl restorations
4. Wazani et al BDH E13 10 (2012) The Signs and Symptoms in a Referred Group of Patients
5. Smales-and-Berekally-2007-TSL-restoration-survival
6. ELIYAS ET AL (2015) RESTORATION OF THE ROOT CANAL TREATED TOOTH
7. Gatten et al 2011 Quality of Life of Endodontically Treated versus implants
8. Kayser, AF. Shortened Dental Arches and Oral function JOR 1981 8 457-462
9. Ower Phil Dent\_Update\_2013\_30\_110-116
10. Ower 2013 Dent\_Update\_2013\_40\_289-295
11. Hirschfeld & Wasserman 1978
12. Siqueira 2003 – microbiology of endo flare-ups
13. Nair 2006 – Causes of Persistent Apical Periodontitis
14. Avoiding and managing C & B failure dental Update 2012\_39\_78-84
15. Abbot (2004) assessing restored teeth with pulp and periapical diseases for the presence of cracks, caries and marginal breakdown
16. Assessment of the amount of remaining coronal dentine in root-treated teeth. R B Bandlish · R B Bandlish.

# Useful Evidence Based Resources

1. Athens - [www.openathens.net](http://www.openathens.net)
2. Centre for Evidence-based Dentistry [www.cebd.org](http://www.cebd.org)
3. Evidence-Based Dentistry - American Dental Association [ebd.ada.org/](http://ebd.ada.org/)
4. Evidence-based Dentistry - [www.nature.com/ebd/](http://www.nature.com/ebd/)
5. NHS Evidence Search <https://www.evidence.nhs.uk>
6. The Dental Elf - [www.thedentalelf.net](http://www.thedentalelf.net)
7. Evidence Based Dentistry for Effective Practice Paperback – 19 Dec 2002 by Jan Clarkson (Editor), Jayne E. Harrison (Editor), Amid Ismail (Editor), Ian Needleman (Editor)

# Useful Websites

1. BDA website: <https://www.bda.org/>
2. BNF online: <http://www.bnf.org/bnf/>
3. British Society for Oral Medicine [www.bsom.org.uk](http://www.bsom.org.uk)
4. British Orthodontic Society: <http://members.bos.org.uk/>
5. British Society of Paediatric Dentistry : [www.bspd.co.uk](http://www.bspd.co.uk)
6. British Society of Periodontology: [www.bsperio.org.uk](http://www.bsperio.org.uk)
7. British Society of Prosthodontics: <http://www.bsspd.org>
8. Care Quality Commission website: [www.cqc.org.uk/](http://www.cqc.org.uk/)
9. Dental Protection [www.dentalprotection.org/uk](http://www.dentalprotection.org/uk)
10. DDU [www.theddu.com](http://www.theddu.com)
11. Dental ethics <https://www.dentaethics.org>
12. Dental Trauma Guide [www.dentaltraumaguide.org](http://www.dentaltraumaguide.org) and [www.dentaltrauma.co.uk](http://www.dentaltrauma.co.uk)
13. Dental Audit Tool | Infection Prevention Society (IPS): [www.ips.uk.net/professional-practice/resources1/dental-audit-tool](http://www.ips.uk.net/professional-practice/resources1/dental-audit-tool)
14. FGDP website: <http://www.fgdp.org.uk/>
15. GDC website: <http://www.gdc-uk.org/>
16. HSE: [www.hse.gov.uk](http://www.hse.gov.uk)
17. NHS Evidence Search <https://www.evidence.nhs.uk>
18. <http://www.nhsbsa.nhs.uk/Documents>
19. HTM 01-05 Guidelines: [https://www.gov.uk/government/uploads/.../HTM\\_01-05\\_2013.pdf](https://www.gov.uk/government/uploads/.../HTM_01-05_2013.pdf)
20. HTM 01-07 (Clinical Waste): [https://www.gov.uk/government/uploads/.../HTM\\_07-01\\_Final.pdf](https://www.gov.uk/government/uploads/.../HTM_07-01_Final.pdf)
21. NICE: <https://www.nice.org.uk/>
22. RCS Clinical Guidelines: [https://www.rcseng.ac.uk/fds/publications-clinical-guidelines/clinical\\_guidelines](https://www.rcseng.ac.uk/fds/publications-clinical-guidelines/clinical_guidelines)
23. Resuscitation Council UK: <https://www.resus.org.uk/>

24. Scottish Dental Clinical Effectiveness Programme: <http://www.sdcep.org.uk/>
25. The Society for the Advancement of Anaesthesia in Dentistry: [www.saad.org.uk](http://www.saad.org.uk)

## Useful resources and references

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### A. Management and leadership

#### Personal and practice organisation

1. Seven Habits of highly effective people-Stephen Covey
2. Blink-Malcolm Gladwell
3. A Handbook of Reflective and Experiential Learning: Theory and Practice Paperback - Jennifer A. Moon
4. Personal Development Plans for Dentists - A Rughani,C Franklin, S Dixon
5. Understanding NHS Dentistry: Preparing for the Future - Michael Watson and Raj Rattan
6. Peter Honey and Alan Mumford, 'A Manual of Learning Styles', London Peter Honey Publications 1982

#### Legislative

1. FGDP Selection Criteria for Dental Radiography
2. Legal Aspects of General Dental Practice-Len D'Cruz

#### Financial

1. Finance for the Terrified, M Grace

#### Leadership and management

1. Making Sense of Dental Practice Management, Raj Rattan



## B. Clinical

### Patient examination and diagnosis

1. A clinical guide to oral diagnosis and treatment planning-K Yip and R Smales **BDJ Books**
2. Clinical Problem Solving in Dentistry, Edward W Odell FDSRCS MSc PhD FRCPath
3. Faculty of General Dental Practice (FGDP), Clinical Examination and Record Keeping (Good Practice Guidelines) 2nd Edition, published 2009

### Treatment planning and patient management

1. Treatment planning in general dental practice-a problem based approach- Crawford Bains **Churchill Livingstone**

### Health promotion and disease

1. Delivering better oral health: an evidence-based toolkit for prevention, Third edition

### Medical and dental emergencies

1. Management of Medical Emergencies for the Dental Team, M Thornhill, M N Pemberton, G J Atherton
2. Basic Guide to Medical Emergencies in the Dental Practice, P Jevon

### Anaesthesia, sedation, pain and anxiety control

1. Practical Dental Local Anaesthesia (Quintessentials of Dental Practice) by John Meechan
2. Guidelines For The Management of Children Referred for Dental Extraction Under General Anaesthesia", Dr Lola Adewale, Dr Neil Morton, Dr Michael Blayney, August 2011

### Periodontal therapy and management of soft tissues

1. A clinical guide to periodontology, BDJ series, R M Palmer, P D Floyd, M Ide

### Hard and soft tissue surgery

1. A clinical guide to oral surgery, BDJ series, T Renton, C M Hill

### Non-surgical management of the hard and soft tissues of the head and neck

1. General Medicine and Surgery for Dental Practitioners, 2nd Edition, M Greenwood, J G Meechan
2. Oral Medicine, 3rd Edition, BDJ series, M A O Lewis, P-J Lamey

### Management of the developing dentition

1. Guideline on management of the developing dentition and occlusion in paediatric dentistry  
[www.aapd.org/media/Policies\\_Guidelines/G\\_DevelopDentition.pdf](http://www.aapd.org/media/Policies_Guidelines/G_DevelopDentition.pdf)
2. Management of the developing dentition - members.bos.org.uk/.../Managing-the-Developing-Occlusion-Updated
3. A Guideline for the Extraction of First Permanent Molars in Children - <https://www.rcseng.ac.uk/fds/publications-clinical-guidelines>

### Restoration of teeth

1. The Principles of Endodontics- Shanon Patel and Justin Barnes **Oxford University Press 2<sup>nd</sup> Edn**
2. A Clinical Guide to Endodontics, BDJ series, P Carrotte
3. Pathways of the Pulp, 10th Edition
4. Restorative Dentistry Index of Treatment Need - [https://www.rcseng.ac.uk/fds/publications-clinical-guidelines/clinical\\_guidelines/documents/complexityassessment.pdf](https://www.rcseng.ac.uk/fds/publications-clinical-guidelines/clinical_guidelines/documents/complexityassessment.pdf)

### Replacement of teeth

1. Complete Denture Prosthetics, BDJ series, J F McCord, A A Grant
2. Crowns and other Extra-Coronal Restorations, BDJ series, R W Wassell, A W G Walls, J G Steele, F Nohl

## C. Communication

### Patient and family

1. How to deal with difficult people – Ursula Markham
2. Body Language and The Definitive Book of Body Language - Allan Pease

### Clinical team and peers

1. Communication and the Dental Team, E J Kay, S R Tinsley

### Other professionals

1. Non Violent Communication - Marshall B Rosenberg
2. Frogs into Princes – Richard Bandler and John Grinder

## **D. Professionalism**

### Ethics

1. <https://www.dentalethics.org>

### Patients

1. Dental Protection Annual Reviews

### Self and Clinical team and peers

1. GDC Standards for the Dental Team - <http://www.gdc-uk.org/Dentalprofessionals/Standards/Documents/>
2. FGDP Standards in Dentistry, Revised 1st ed, May 2007
3. FGDP Clinical Examination and Record-Keeping, 3<sup>rd</sup> edition, 2016