

King's College Hospital **NHS**  
NHS Foundation Trust

## Dental Nurse Education & Training Centre

3rd Floor  
Dental Extension  
King's College Hospital Dental Institute  
Caldecot Road  
London SE5 9RW

t. 020 3299 1611

[www.kch.nhs.uk/dnetc](http://www.kch.nhs.uk/dnetc)

King's College Hospital **NHS**  
NHS Foundation Trust



Training for the Dental Team  
Dental Nurse Education & Training Centre  
2011 Course Guide



## Dental Nurse Education & Training Centre

Dental Nurse Course Guide 2011

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*"The centre is committed to the provision of quality education, training and assessment, promoting strategies and developing plans for greater flexibility and integration within the oral health care team."*

## Dental Nurse Education & Training Centre

### An Introduction

In October 2001, the Guy's and St Thomas NHS Trust and the King's College Hospital Schools of Dental Nursing merged to become Dental Nurse Education & Training Centre at Guy's, Kings and St Thomas', one of the largest Dental Nurse Training providers in the country. We are proud of our national reputation for quality training and our consistently high examination pass rates. Students that qualify with us are provided with an excellent start to their careers with numerous opportunities for continuing professional development.

### Our Training

We consistently achieve high pass rates in all qualifications offered. Both City & Guilds and The National Examining Board for Dental Nurses accredit the Centre for their registerable and post registration qualifications on a regular basis and the reports which follow these visits identify the centre as achieving a very high standard. Our training ensures members of the dental team remain highly skilled and knowledgeable working towards excellent patient care.

**Beverley Coker**  
Deputy Head of Dental Nurse  
Services & Training



### Foundation Training

Our Foundation Training Courses provide training for Dental Nurses which leads to registerable qualifications. Courses include full time, part-time online and satellite training towards both NVQ Level 3 in Oral Healthcare and the National Certificate in Dental Nursing. The team works hard to ensure this training is available in a variety of formats and venues to increase access to the Dental Nurse Register held by the General Dental Council.

### Continuing Professional Development

Our courses and seminars are designed to provide opportunities for verifiable CPD and lifelong learning for both the professional and personal development of the dental team. The centre is currently one of a very few in the country to offer all of the NEBDN post registration qualifications, in addition to a wide range of extended duties, short courses and seminars.

**Marie Parker**  
Dental Nurse Manager  
Training

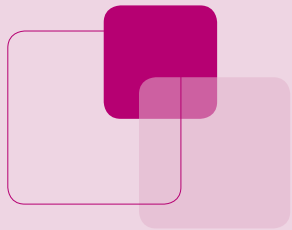


### Research and Development

Through our research and development we can identify the need for new courses and design, deliver and evaluate courses for the dental team. We carry out research into Dental Nurse issues and make recommendations for action. Research activity includes 'Introduction Courses for Dental Nurses in Malaysia' and 'the appropriateness of online training for Dental Nurses working towards the National Certificate.

**Clare Roberts**  
Dental Nurse Manager  
Research & Development





## Verifiable CPD and Core Subjects

### Verifiable Continuing Professional Development

The GDC have stipulated that a number of hours in the five year cycle must be made up of Verifiable CPD. To be classed as verifiable the CPD activity must have:

- Aims & Objectives
- Clear outcomes
- Evaluation

### Core subjects

Core subjects are essential skills for good practice and are based on key areas to ensure the dental team remain competent and up to date.

The GDC recommend the following core subjects:

- Medical Emergencies
- Disinfection & Decontamination
- Radiography & Radiation protection

In addition to the GDC also recommends that those working in clinical environment should also undertake CPD in:

- Legal & Ethical Issues
- Complaints handling

We have designed 1 day seminars that meet the GDC requirements for core subjects.

Attending one of these Seminars will ensure you meet your annual requirements for registration with minimum disruption.



## Travelling to King's

### By Train

King's is about 5 minutes walk from Denmark Hill. The station is served by regular direct rail links to central London at Blackfriars, London Bridge and Victoria, as well as to principal places in South East London such as Bromley South, Catford, Lewisham and Peckham Rye.

### By Bus

Bus routes that stop at King's: 35, 40, 42, 45, 68, 176 (24-hour), 185, 345 (24-hour), 468, 484, N35, N68.



## Contacts

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**Carol White**  
**Office Manager**  
t. 020 3299 1611  
e. carolwhite5@nhs.net



**Maxine Price**  
**(DCP Administrator)**  
t. 020 3299 1611  
e. maxine.price@nhs.net

### Address

Dental Nurse Education & Training Centre  
3rd Floor Dental Extension  
Kings College Hospital NHS Foundation Trust  
Caldecot Road  
London SE5 9RW

e. [kch-tr.dnetc@nhs.net](mailto:kch-tr.dnetc@nhs.net)  
[www.kch.nhs.uk/dnetc](http://www.kch.nhs.uk/dnetc)

### Training and Assessor Team

Janet Altenau	<a href="mailto:janet.altenau@nhs.net">janet.altenau@nhs.net</a>
Katharine Bond	<a href="mailto:katharine.bond@nhs.net">katharine.bond@nhs.net</a>
Rebecca Carruthers	<a href="mailto:rebecca.carruthers@nhs.net">rebecca.carruthers@nhs.net</a>
Laura Destecroix	<a href="mailto:laura.destecroix@nhs.net">laura.destecroix@nhs.net</a>
Jillian Eastmond	<a href="mailto:jillian.eastmond@nhs.net">jillian.eastmond@nhs.net</a>
Susan Jones	<a href="mailto:susan.jones15@nhs.net">susan.jones15@nhs.net</a>
Sally Khawaja	<a href="mailto:sally.khawaja@nhs.net">sally.khawaja@nhs.net</a>
Dawn Oakley	<a href="mailto:dawn.oakley@nhs.net">dawn.oakley@nhs.net</a>
Natasha Salkey	<a href="mailto:natasha.salkey@nhs.net">natasha.salkey@nhs.net</a>
Claire Tettmar	<a href="mailto:claire.tettmar@nhs.net">claire.tettmar@nhs.net</a>
Wendy Waters	<a href="mailto:wendywaters@nhs.net">wendywaters@nhs.net</a>



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## Foundation Training

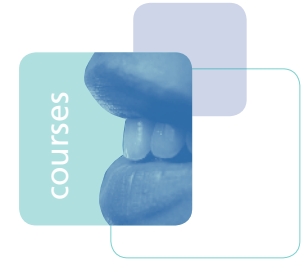


## Introduction to Dental Nursing

This free course will provide an insight into dental nursing and the various routes to registration and is invaluable for those considering a career in dental nursing who have no experience in a dental environment.

This course is delivered online, and there is also the opportunity for a days shadowing in the workplace.

<b>Course Co-Ordinator:</b>	Wendy Waters RDN FAETC
<b>Suitable For:</b>	Anyone wishing to pursue a career in dental nursing
<b>Entry Requirements:</b>	N/A
<b>Assessment Method:</b>	N/A
<b>Date:</b>	Workplace shadowing takes place every other month during the year. Please contact the centre for details.
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	Free
<b>Application Closing Date:</b>	Continuous course



Course leading to a registerable qualification:

## National Vocational Qualification (NVQ) in Dental Nursing

This course offers candidates training towards the NVQ Level 3 in Dental Nursing as well as employment across within the Dental Institute.

<b>Course Co-Ordinator:</b>	Wendy Waters RDN FAETC
<b>Suitable For:</b>	People who wish to pursue Dental Nursing as a career
<b>Entry Requirements:</b>	A pass in Literacy & Numeracy test set by the centre Successful Interview Experience is preferable
<b>Assessment Method:</b>	Portfolio Examination
<b>Date:</b>	March 2011, June 2011, October 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	N/A
<b>Application Closing Date:</b>	Continuous Process



NEBDN Certificate in Dental Nursing  
**Dental Nursing (Online)**

An interactive and fully supported online course leading to the NEBDN Certificate in Dental Nursing.

<b>Course Co-Ordinator:</b>	Rebecca Carruthers RDN CertEd
<b>Suitable for:</b>	Dental Nurses needing to achieve a registerable qualification
<b>Entry Requirements:</b>	Employment as a dental nurse A workplace mentor with GDC Registration PC & Internet connection
<b>Assessment method:</b>	NEBDN Record of Experience Examination
<b>Date:</b>	May & November
<b>Venue:</b>	Online and 3 face to face dates at various venues
<b>Cost:</b>	£850
<b>Application closing date:</b>	Continuous Process



**Dental Nurse Induction Course  
(Online)**

This interactive course is designed to meet the GDC requirement for workplace induction for dental nurses.

<b>Course Co-Ordinator:</b>	Clare Roberts RDN FAETC
<b>Suitable for:</b>	Newly Employed Dental Nurses
<b>Entry Requirements:</b>	Employment as a dental nurse A workplace mentor PC & Internet connection
<b>Assessment method:</b>	Online quizzes
<b>Date:</b>	Available anytime
<b>Venue:</b>	Online
<b>Cost:</b>	£175

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## Continuing Professional Development



## DNETC Annual Conference

Following on from our success in 2010, we are pleased to announce our annual conference for 2011. The conference is for the **whole dental team** and will be held in one of London's premier conference facilities.

Presentations will include;

- Forensic Dentistry
- Management of Anxious Patients
- Medical Emergencies
- Medical, Legal and Dental Radiography

given by popular specialist lecturers.

Course co-ordinator:	Jillian Eastmond
Suitable for:	All Members of the dental team
Entry Requirements:	GDC Registration Number
Assessment Method:	N/A
Verifiable CPD:	5 hours
Date:	Saturday 9 July 2011
Venue:	De Vere's, Canary Wharf, London
Cost:	£100
Closing date:	Friday 10 June 2011



## Clinical Photography

This short course has been designed to provide those attending, an introduction to the basic theory of photography in dentistry and hands-on demonstrations for Dental Care Professionals to start taking photographs in their practice.

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<b>Speaker:</b>	Brett Robinson BDS PhD FDSRCS MBS Dip Ed
<b>Suitable For:</b>	All Dental Care Professionals who are on the GDC register
<b>Entry Requirements:</b>	GDC Registration Number
<b>Assessment Method:</b>	N/A
<b>Date:</b>	Friday 2 December 2011
<b>Verifiable CPD hours:</b>	5 hours
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£75
<b>Application Closing Date:</b>	Friday 11 November 2011

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## Core Modules

Our most popular seminar has been designed to provide those attending with one years worth of core subject verifiable CPD. This will include Medical Emergencies, Control of Infection, Radiography and Dental Ethics and Complaints.



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<b>Speaker:</b>	Marie Parker MA Ed RDN   Janet Altenau RDN FAETC Katharine Bond M Ed RDN Jillian Eastmond RDN FAETC
<b>Suitable For:</b>	All Dental Care Professionals who are on the GDC register
<b>Entry Requirements:</b>	GDC Registration Number
<b>Assessment Method:</b>	N/A
<b>Dates:</b>	Friday 18 March 2011   Friday 16 September 2011 Saturday 18 June 2011   Saturday 3 December 2011
<b>Verifiable CPD hours:</b>	5 hours
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£60
<b>Application Closing Date:</b>	Continuous Process

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seminars

## Diet and Nutrition

This 1 day seminar will discuss the role of diet and nutrition in general and oral health and how members of the dental team can promote healthy eating.

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Speaker:	Dr Mabel Blades
Suitable For:	The Dental Team
Entry Requirements:	GDC Registration Number
Assessment Method:	N/A
Verifiable CPD hours:	5 hours
Dates:	Friday 6 May 2011
Venue:	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
Cost:	£75
Application Closing Date:	Friday 8 April 2011



seminars

## Endodontics

### – Improving your knowledge and Skills

This 1 day hands on seminar will offer dental nurses a specialist knowledge of the aetiology of dental disease resulting in Endodontic treatment including best practice and techniques.

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Course Co-Ordinator:	Jillian Eastmond RDN FAETC
Suitable For:	All Dental Care Professionals who are on the GDC Register
Entry Requirements:	GDC Registration Number
Assessment Method:	N/A
Verifiable CPD hours:	6 hours
Date:	Friday 30 September 2011
Venue:	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
Cost:	£65
Application Closing Date:	Friday 26 August 2011

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online

## DNETC Certificate in Fluoride Application Fluoride Application (Online)

This blended learning course will provide practical and theoretical knowledge and skills needed in order for dental nurses to competently apply topical fluoride to adult and child patients from a prescription of a dentist or as part of a community project. Dental Nurses will attend 1 day training in-house and complete modules online.

<b>Course Co-Ordinator:</b>	Marie Parker MA Ed RDN
<b>Suitable For:</b>	Dental Nurses who would like to increase their role by applying fluoride to patients
<b>Entry Requirements:</b>	GDC Registration Number and access to adult and child patients requiring topical fluoride application.
<b>Assessment Method:</b>	Portfolio of Experience
<b>Start Dates:</b>	Saturday 12 February 2011 Saturday 1 October 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£265
<b>Application Closing Dates:</b>	Friday 28 January 2011 Friday 2 September 2011



courses

## DNETC Certificate in Dental Implant Nursing (In-House) Implants

This course will develop Implant Dental Nurses' theoretical knowledge and skills. Topics will include: treatment planning, implant procedures, complications, advanced procedures such as bone augmentation and sinus lifting, implant maintenance and oral health education.

<b>Course Co-Ordinator:</b>	Katharine Bond M Ed RDN
<b>Suitable For:</b>	Qualified and Registered Dental Nurses who presently work regularly with Dental Implants and would like to gain a qualification
<b>Entry Requirements:</b>	GDC Registration Number Access to assist with dental implants
<b>Assessment Method:</b>	Portfolio of Experience Examination
<b>Start Date:</b>	Friday 7 October 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£600 including examination fee
<b>Application Closing Date:</b>	Friday 16 September 2011



DNETC Certificate in Impression Taking

## Impression Taking

This blended learning course will provide practical and theoretical knowledge and skills needed in order for dental nurses to competently take impressions of patients to the prescription of a dentist. Dental Nurses will attend 1 days training in-house and complete modules online.

<b>Course Co-Ordinator:</b>	Marie Parker MA Ed RDN
<b>Suitable For:</b>	Dental Nurses who would like to extend their role and are required to take impressions under the direction of the dentist
<b>Entry Requirements:</b>	GDC Registration Number and access to adult and paediatric, Eudentulous and dentate patients who require dental impressions
<b>Assessment Method:</b>	Portfolio of Experience
<b>Start Dates:</b>	Saturday 12 February 2011 Saturday 1 October 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£265
<b>Application Closing Dates:</b>	Friday 28 January 2011 Friday 2 September 2011



## Infectious Diseases

This seminar will discuss the risks by CJD, Hepatitis, HIV, TB, Herpes and other infectious diseases as they relate to the dental team. It will also cover definitions, causes and transmission routes, treatment and prevention measures.

<b>Course Co-Ordinator:</b>	Susan Jones RDN FAETC
<b>Speaker:</b>	Dr Chris Dickinson
<b>Suitable For:</b>	The Dental Team
<b>Entry Requirements:</b>	GDC Registration Number
<b>Assessment Method:</b>	N/A
<b>Dates:</b>	Saturday 26 November 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£35
<b>Application Closing Dates:</b>	Friday 28 October 2011

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## Introduction to Continuing Professional Development and Post Registration Courses

This free course will discuss the ways in which CPD can be achieved, developing personal development portfolios and introductory sessions on NEBDN & DNETC qualifications. There will also be a drop-in session where tutors will be available to discuss CPD and Post Qualification options for dental nurses.

<b>Speaker:</b>	Janet Altenau RDN FAETC Katharine Bond M Ed RDN Jillian Eastmond RDN FAETC Marie Parker MA Ed RDN
<b>Suitable For:</b>	Dental Nurses
<b>Entry Requirements:</b>	N/A
<b>Assessment Method:</b>	N/A
<b>Date:</b>	Wednesday 3 August 2011
<b>Verifiable CPD hours:</b>	6 hours
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	FREE
<b>Application Closing Date:</b>	Monday 18 July 2011

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## Managing your staff - How easy can it be?

This 1 day course will offer attendees information and training on Human Resources policies and procedures as well as how to manage poor performance in the workplace.

<b>Course co-ordinator</b>	Jillian Eastmond RDN FAETC
<b>Suitable for:</b>	Senior members of the dental team who have managerial responsibilities in the dental practice
<b>Entry Requirements:</b>	GDC Registration Number
<b>Assessment Method:</b>	N/A
<b>Verifiable CPD hours:</b>	6 hours
<b>Date:</b>	Saturday 9 April 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£65
<b>Application Closing date:</b>	Friday 11 March 2011

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online

DNETC Certificate in Mentoring in the Workplace

## Mentoring in the Workplace (online)

This programme is designed to provide training in the skills required for mentoring a learner in the workplace. The content is delivered predominantly online and learners are supported by an online tutor. The programme includes one face to face session.

Course co-ordinator	Clare Roberts
Suitable for:	The Dental Team
Entry Requirements:	GDC Registration
Assessment Method:	Portfolio of Evidence
Start Dates:	Thursday 2 June 2011 Thursday 8 December 2011
Venue:	Coffee Lounge, 3rd Floor Dental Extension, King's College Hospital
Cost:	£350
Application Closing date:	Thursday 5 May 2011 Friday 4 November 2011

[apply online now](#)seminars

## Oral Diseases Seminar

This 1 day seminar will discuss the aetiology, treatment and prevention of the most commonly occurring oral diseases including periodontal disease, caries and an introduction to Oral Cancer.

Speaker:	Jillian Eastmond RDN FAETC Marie Parker MA Ed RDN
Suitable For:	Registered Dental Nurses who wish to update their knowledge and advice to patients on the prevention of oral disease
Entry Requirements:	GDC Registration Number
Assessment Method:	N/A
Dates:	Friday 25 March 2011, Friday 28 October 2011
Verifiable CPD hours:	4 hours
Venue:	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
Cost:	£40
Application Closing Dates:	Friday 25 February 2011, Friday 30 September 2011

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NEBDN Certificate in Oral Health Education

## Oral Health Education

This qualification provides theoretical knowledge and practical skills necessary for the provision of oral health education by the dental nurse in the workplace. Practical experience is gained under the supervision of a dentist.

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<b>Course Co-Ordinator:</b>	Susan Jones RDN FAETC
<b>Suitable For:</b>	Dental Nurses who are required to provide oral health education to patients under the direction of the dentist
<b>Entry Requirements:</b>	GDC Registration Number
<b>Assessment Method:</b>	NEBDN Record of Experience Examination
<b>Start Date:</b>	Friday 23 September 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£685 inclusive of NEBDN exam fee
<b>Application Closing Date:</b>	Thursday 11 August 2011



NEBDN Certificate in Orthodontic Nursing

## Orthodontics

This qualification was introduced to develop dental nurses who routinely assist during orthodontic procedures in order for them to practice competently and have a greater understanding of procedures carried out in their workplace.

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<b>Course Co-Ordinator:</b>	Janet Altenau RDN FAETC
<b>Suitable For:</b>	Dental Nurses working within the Orthodontic field, wishing to expand their role.
<b>Entry Requirements:</b>	GDC Registration Number Working regularly with fixed and removable orthodontic appliances
<b>Assessment Method:</b>	NEBDN Record of Experience Examination
<b>Start Date:</b>	Thursday 5 May 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£685 inclusive of NEBDN exam fee
<b>Application Closing Date:</b>	Friday 26 March 2011



NEBDN Certificate in Dental Radiography

## Radiography

This course provides practical and theoretical training to allow the dental nurse to act as the operator in line with GDC and IR(MER) regulations 2000, topics include; Radiation Protection, Radiation Physics, Equipment and Processing.

<b>Course Co-Ordinator:</b>	Jillian Eastmond RDN FAETC
<b>Suitable For:</b>	GDC registered Dental Nurses with access to both intra and extra oral x-ray equipment who are required to undertake dental radiography under the prescription of a dentist
<b>Entry Requirements:</b>	GDC Registration Number Access to both intra and extra oral x-ray equipment
<b>Assessment Method:</b>	NEBDN Record of Experience Examination
<b>Start Dates:</b>	Friday 14 January 2011 Friday 3 June 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£685 inclusive of NEBDN exam fee
<b>Application Closing Date:</b>	Friday 17 December 2010 Friday 14 May 2011



NEBDN Certificate in Dental Sedation Nursing

## Sedation

This course will provide the practical and theoretical knowledge and skills needed in order to competently assist during routine conscious sedation procedures and to comply with the GDC requirements of a second appropriate person.

<b>Course Co-Ordinator:</b>	Jillian Eastmond RDN FAETC
<b>Suitable For:</b>	Dental Nurses who are required to assist in the Dental Surgery with patients receiving treatment under conscious sedation
<b>Entry Requirements:</b>	GDC Registration Number
<b>Assessment Method:</b>	NEBDN Record of Experience Examination
<b>Start Date:</b>	Thursday 29 September 2011
<b>Venue:</b>	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
<b>Cost:</b>	£685 inclusive of NEBDN exam fee
<b>Application Closing Date:</b>	Friday 2 September 2011



## Special Care and Sedation Seminar Day

The seminar provides those attending an update on sedation and care and management of medically compromised patients.

Speaker:	TBC
Suitable For:	Dental Care Professionals
Entry Requirements:	GDC Registration Number
Assessment Method:	N/A
Date:	Thursday 20 October 2011
Verifiable CPD hours:	6 hours
Venue:	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
Cost:	£65
Application Closing Date:	Monday 3 October 2011

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NEBDN Certificate in Special Care Dental Nursing

## Special Care (online)

This NEBDN Certificate in Special Care Dental Nursing will provide Dental Nurses with an in depth knowledge of medical conditions and how these affect the treatment and care that patients receive. It will also cover Oral Health Education, Manual Handling and Support as they apply to patient needs. Dental Nurses will attend an in-house induction and complete modules online.

Course Co-Ordinator:	Katharine Bond M Ed RDN
Suitable For:	Dental Nurses who presently work with special care patients on a regular basis and want to develop their knowledge and abilities in this area
Entry Requirements:	GDC Registration Number Working regularly with special care patients PC & Internet connection
Assessment Method:	NEBDN Record of Experience Examination
Start Date:	Friday 29 July 2011
Venue:	Lecture Room, 3rd Floor Dental Extension, King's College Hospital
Cost:	£575 inclusive of NEBDN exam fee
Application Closing Date:	Friday 24 June 2011



## Bespoke & Corporate Training

At the Dental Nurse Education & Training centre we are able to provide customised training packages specific to your needs. We are able to develop packages to suit the identified training needs of your staff, within an agreed budget and at times and places to suit you.

Our successful customised training packages have been used by Deaneries, NHS Trusts and Corporate bodies.

### Examples of Training:

#### Core Modules - 1 day training

- Decontamination & Disinfection
- Radiation Protection
- Legal & Ethical Issues
- Medical Emergencies (Including BLS)

#### Oral Cancer & Smoking Cessation

– ½ day training

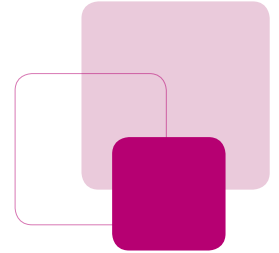
This list is not exhaustive and we would be happy to discuss your individual training needs with you. For more information or to arrange a free consultation please contact:

Marie Parker, Dental Nurse Manager - Training  
marie.parker@nhs.net

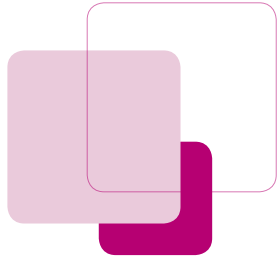
#### CPD & Personal Development Planning

– 1 hour (evening or lunchtime)

- All CPD is verifiable and upon confirmation you will be sent course aims, objectives and learning outcomes.
- Certificates of attendance will be issued on the day
- Cost is dependant on venue, numbers and length of programme



Please visit our website [www.kch.nhs.uk/dnetc](http://www.kch.nhs.uk/dnetc) or our Facebook page, (Search Dental Nurse Education & Training Centre), as new courses, updates and news are regularly added. If you have any suggestions for future courses please do not hesitate to contact a member of the training team.



## Dental Nurse Education & Training Centre Booking, Cancellation & Refund Policy

### Seminar and Course Bookings

To help ensure effective delivery, all our course and seminars are subject to a limit on the maximum number of delegates. Once a course is full, you will be offered the opportunity to attend the course or seminar at a future date however we will contact you should a place become available prior to this. Your place on a course or seminar is only confirmed once we have received your application and full payment.

### Cancellations & refunds by the centre

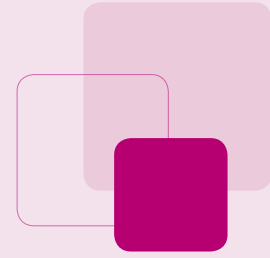
All bookings are accepted on the understanding that a course or seminar will only be delivered if it attracts the required minimum number of delegates to ensure viability. In the unlikely event that it is cancelled due to insufficient numbers we will notify you

at least 2 weeks before the date of the course or seminar and we will refund all fees paid.

### Seminar and Course Bookings

If after booking you wish to cancel we operate a graduated refund policy depending how much notice of cancellation you give.

- Where you cancel more than 4 weeks before the date on which the course or seminar is to take place, we will refund the fee you have paid less an admission fee of £10.
- Where you give less than 4 weeks but more than 2 weeks notice, we will refund 50% of the fee you have paid.
- No refunds will be given where less than 2 weeks notice is given or in the case of 'non attendance' on the day, regardless of the reason.



## Information Request Form

Name:

Date of Birth:

Address:

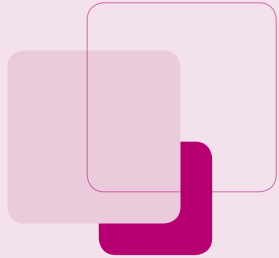
Tel: *(home)*

*(work)*

*(mobile)*

Email:

*continued overleaf*



continued

## Information Request Form

Please send further information on the following courses:

- |   |  |
|---|--|
| <input type="checkbox"/> Annual Conference  | <input type="checkbox"/> Introduction to Dental Nursing      |
| <input type="checkbox"/> Clinical Photography Seminar   | <input type="checkbox"/> Managing your staff                 |
| <input type="checkbox"/> Core Modules Seminar   | <input type="checkbox"/> Mentoring in the workplace          |
| <input type="checkbox"/> Dental Nursing NVQ<br>& National Certificate Endodontics                             | <input type="checkbox"/> Oral Diseases Seminar               |
| <input type="checkbox"/> Diet and Nutrition   | <input type="checkbox"/> Oral Health Education               |
| <input type="checkbox"/> Endodontics  | <input type="checkbox"/> Orthodontic Dental Nursing          |
| <input type="checkbox"/> Fluoride Application   | <input type="checkbox"/> Radiography                         |
| <input type="checkbox"/> Implant Dental Nursing   | <input type="checkbox"/> Sedation                            |
| <input type="checkbox"/> Impression Taking  | <input type="checkbox"/> Special Care                        |
| <input type="checkbox"/> Infectious Diseases Seminar  | <input type="checkbox"/> Special Care & Sedation Seminar Day |
| <input type="checkbox"/> Introduction to Continuing Professional<br>Development and Post Registration Courses |  |

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