



**Croydon Health Services**  
NHS Trust

**Candidate Information Pack**  
**Specialty Registrar in Restorative Dentistry**



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced district nursing teams, Allied Health Professionals and community matrons look after for people of all ages across Croydon and our Children's Hospital at Home cares for children with long-term conditions without them having to come to hospital.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

**Join us and be a part of the team that is making Croydon proud.**



## Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

### Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

### Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

### Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

### Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning• Make time for training and development and support research so people always receive the highest standards of care.



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>SPECIALTY TRAINEE (StR) IN RESTORATIVE DENTISTRY</b>
<b>DIRECTORATE</b>	<b>Surgery and Cancer Directorate</b>
<b>DEPARTMENT</b>	<b>Hospital Dentistry</b>
<b>BAND</b>	<b>Medical and Dental £40,995 - £64,461 per annum plus LW pro rata</b>
<b>RESPONSIBLE TO</b>	<b>Miss Jennifer Jalili (Educational Supervisor)</b>
<b>ACCOUNTABLE TO</b>	<b>Divisional Clinical Director</b>
<b>HOURS PER WEEK</b>	<b>40 hours per week</b>
<b>LOCATION</b>	<b>Croydon University Hospital including rotations at Guy's and St. Thomas' Hospital</b>

### 1. INTRODUCTION

The post is a 5-year training programme based on 10 Programmed Activities per week, which will be carried out at Croydon University Hospital with rotations at Guy's and St. Thomas' Hospital.

The post provides postgraduate experience and training recognised by the SAC for the purposes of the Specialty Examination in Restorative Dentistry and gaining a Certificate of Completion of Specialist Training in Restorative Dentistry.

The post has educational approval from the Postgraduate Dental Dean and has been allocated a National Training Number.

The post does not carry on-call commitments.

Informal enquiries about the post should be made Miss Jennifer Jalili ([Jennifer.Jalili@nhs.net](mailto:Jennifer.Jalili@nhs.net)).



## 2. DEPARTMENT INFORMATION

### **The Department of Hospital Dentistry and Oral and Maxillofacial surgery**

Currently, the department has 3 Consultant led specialties of Orthodontics, Restorative Dentistry and Oral and Maxillofacial Surgery incorporating Oral Surgery. There is a further Consultant in Paediatric Dentistry post in development. Each department provides an advice and treatment service to the local GDPs, specialists and the other hospital departments.

The unit is actively involved in teaching and training in all three disciplines. This is mainly at Dental Foundation, Specialty Trainee and Post-CCST levels, and there are several Specialty Doctors working in the unit, and the department has close links with primary care postgraduate training.

### **Restorative Dentistry**

Within Restorative Dentistry, there are out-patient clinics providing services in the clinical disciplines of endodontics, periodontology, fixed and removable prosthodontics in an integrated fashion. Clinics are consultant led and provide diagnosis, assessment, advice, and where appropriate, treatment for the full range of Restorative problems.

The department undertakes multidisciplinary care of patients with the other specialties of Orthodontics and Oral and Maxillofacial surgery. There is one multidisciplinary clinic with Orthodontics per month, one multidisciplinary oncology clinic with OMFS a month and a view to expanding the scope of the multidisciplinary interface with all specialties. There are close links with East Surrey Hospital including joint consultant clinics.

### **Current NHS Consultants:**

Miss J Jalili – Consultant in Restorative Dentistry

Mr J Kalsi – Consultant in Restorative Dentistry

Mr M Chia – Consultant in Orthodontics and Clinical lead

Miss K Parker – Consultant in Orthodontics

Miss S Stephens – Consultant in Orthodontics

Miss S Mehmet – Consultant in Maxillofacial Surgery

Mr M Monteiro – Consultant in Maxillofacial Surgery

### **Associate Specialists:**

Miss Julia Radecki – Oral Surgery

### **Staff Grades:**

Miss Renu George – Oral Surgery

Miss Vathana Ketheeswaranathan – Oral Surgery

### **Junior Dental Staffing:**

Specialty Registrar in Restorative Dentistry

Senior Specialist Registrars in Orthodontics (Post-CCST)

Dental Core Trainees

### **Specialty Doctors:**

Miss Seema Arrawatia – Restorative Dentistry

Miss Meera Bowry – Restorative Dentistry

Mr Mo Shibl – Restorative Dentistry

Miss Varlie Bacon - Orthodontics



### 3. CLINICAL ORGANISATION

#### The Clinics

A new modern and contemporary 8 surgery dental unit was completed in March 2017. These are currently used by the Orthodontic and Restorative services. The dental chairs and surgeries are equipped to a high level. There are two mobile operating microscopes for Endodontic treatment with plans in place to purchase a third mobile unit. The department is fully computerised and is currently undergoing an upgrade. There is a high specification training room within the department.

#### Computer access

All offices and all chairs have dedicated computer access for administrative purposes and digital radiography is available.

#### Research, audit & clinical governance

The department takes part in the monthly trust wide clinical governance programme, which involve activity monitoring, trust-based audit, departmental administrative meetings and relevant clinical teaching. The department is actively involved with the regional multidisciplinary clinical effectiveness group for the 'South West Thames' region that meets 3 times a year. All members of staff are actively encouraged to take part in and organise audit projects and research. There is an annual prize for research on the Hospital Research Day.

#### Teaching and training facilities

The Trust has a post graduate medical centre and a brand-new dental centre virtually adjacent to the department with first-rate lecturing and library facilities. There is a 17-place dental clinical skills laboratory used for hands on courses within a very active post graduate programme for GPs and Foundation Trainees.

#### External links

Departmental staff are expected to take an active role with the Oral health advisory committee, the local post graduate dental education committee and local dental committees.

### 4. DUTIES AND RESPONSIBILITIES OF THE POST

#### CLINICAL

- Participation in *Consultant Clinics*, seeing patients referred by general dental and medical practitioners and Consultant colleagues for a range of specialist advice and treatment. Under the supervision of the Consultants. Specialty Trainees are expected to attend to routine administration and correspondence with referring practitioners relating to patient care, in a timely fashion.
- Attendance at *Joint Clinics* for multidisciplinary care of patients diagnosed with head and neck cancer and acquired congenital/developments disorders at CUH and at other training sites.
- Treatment of patients allocated by consultant staff within the areas of operative dentistry, endodontics, periodontics and prosthodontics of a suitable complexity will be carried out throughout the whole tenure of the post. Patients are treated under the supervision and direction of the Consultant.
- Specialty Trainees will be expected to work together with the dental therapists/hygienists, dental nursing, technical and secretarial/clerical staff to ensure the smooth running of the Departments and the highest quality of clinical service.
- If not engaged in treatment, the StR will join the Consultants in the department to support the Clinical Service and enhance their training.





## TEACHING

- Deliver clinical teaching at undergraduate and postgraduate level.
- Contribute regularly to the Departmental Seminars and Study/Journal Club.
- Provide CPD for General Dental Practitioners and DCPs.

## RESEARCH, CLINICAL AUDIT AND EFFECTIVENESS

- Involvement in high quality research & development is strongly encouraged at Croydon Health Services NHS Trust, as this supports the delivery of high quality clinical care.
- Participate in the clinical audit of departmental work under Consultant supervision.
- Complete several audit projects and complete the audit cycle during the post.
- Undertake and lead on various tasks and management tasks under supervision.

Over and above this the post-holder should be aware of and will be expected to:

- Perform against the Trust's guidelines for patient care including the maintenance of satisfactory clinical records, dealing with complaints, ensuring that the appropriate pathways for recording patient attendances are followed and maintained.
- Ensure that all patients seen are reported on the Trust's Electronic Patient Management System.
- All guidelines for correspondence including discharge to the referring practitioner and patient is undertaken within accepted time frames.
- Ensure that all patients allocated to them are under a named consultant.
- Ensure that a portfolio of patients treated, and other activities is maintained and kept up to date.
- Comply with training regulations and portfolios.

The appointee may occasionally have to perform duties in unforeseen circumstances at the request of the appropriate consultants.

The job description is a reflection of the current situation and will be reviewed regularly in discussion with the post-holders. It is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be subject to regular appraisals and Annual Review of Competency Progression (ARCP). Performance will be monitored against set objectives.

The post holder will be accountable to their Educational Supervisor and to the Training Lead.

### You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff "Hello my name is"

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it





## SPECIALTY REGISTRAR JOB PLAN

Your job plan is based on 10 Programmed Activities per week on average to be carried out at Croydon University Hospital with rotations at Guy's & St. Thomas' Hospital (Guy's Hospital site) integrated into the main core of the programme, in discussion with HEE and the Training Programme Director for Restorative Dentistry.

The programmed activities will involve participation in joint clinics, local and regional multidisciplinary clinics, working with relevant teams in operating theatres to facilitate the care of highest priority patients, new patient clinics and personal treatment sessions as well as one administrative session and didactic sessions. In addition, there is a Pan London didactic session for all Restorative Trainees that runs monthly. Trainees also have ample opportunity of attending other external events and meetings as deemed appropriate. The timetable will be established in line with the trainee's personal development plan and learning objectives. It is expected that the trainee will discuss and agree their personal development plan within one month of starting.

The appointees will be accountable to their Educational Supervisor and, for their day-to-day activity, to the Training Lead.

### Key Working Relationships

- Consultants
- Clinical and Academic Leads
- Head Dental Nurse and their team
- Secretarial, administrative and other support staff
- Operational and General Managers
- Divisional clinical director and divisional manager
- Director of Dental Education
- University staff
- Other trainees

The above list is not exhaustive, and the post holder will be expected to work as part of the team to ensure efficient and effective patient care and service delivery.

### PROPOSED TIMETABLE

Below is a proposed timetable but this will be finalised and agreed with the post holder and subject to change based on Trainee's learning and development needs.

Final agreement on the timetable of commitments will be agreed on taking up the post and then reviewed at least annually as part of the job planning process. Rotations may vary between different training environments within the London and Kent, Surrey and Sussex region depending on the training needs of the post holder.

Monday	Tuesday	Wednesday	Thursday	Friday
New Patient Consultant Clinic	Treatment Clinic	New Patient Consultant Clinic	Admin	Treatment Clinic
Treatment Clinic	Study/Research	Treatment Clinic	Treatment Clinic	Treatment Clinic

