

JOB DESCRIPTION

General Information

JOB TITLE: Specialty Registrar in Oral Medicine

AREA / SPECIALTY: Dental

GRADE: STR 10PAs

DEPARTMENT: Oral Medicine

RESPONSIBLE TO: Clinical Director Dental Directorate (Poonam Kalsi)

ACCOUNTABLE TO: Clinical Lead for Oral Medicine (Martyn Ormond)

LOCATION: Guy's & St Thomas' NHS Foundation Trust (GSTT)

1. Introduction to Appointment

The Department of Oral Medicine is seeking 1 full-time (10 PA) Specialty Registrar to join a dynamic, enthusiastic and forward-thinking team. The Department is looking for an individual who is interested to learn new skills within a department at the forefront of clinical and academic excellence.

The Department offers the full range of Oral Medicine services including several multidisciplinary services to patients with oral and facial medical problems. The post-holder will undertake general and specialist outpatient sessions and will be expected to take an active role in departmental activities including clinical audit, research and teaching. He/she can also attend external Oral Medicine units to gain further experience.

This is an excellent opportunity to join a first-class team in an active and progressive central London teaching hospital environment.

General enquiries, about the job or for an informal discussion about this post should be directed to Dr Martyn Ormond, Clinical Lead for Oral Medicine (martyn.ormond1@nhs.net).

2. Guy's & St Thomas' NHS Foundation Trust

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best-known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and

Harefield – as well as community services in Lambeth and Southwark, all with a long history of high-quality care, clinical excellence, research and innovation. We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Our values help us to define and develop our culture, what we do and how we do it. It is important that you understand and reflect these values throughout your employment with the Trust. Our values: we are Caring, Ambitious, Inclusive.

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action.

3. Clinical Directorate and Department Information

3.1. The Dental Hospital

The Guy's and St Thomas' Dental Hospital is the largest dental hospital in the UK. It is part of King's Health Partners 'Dental Institute' which also includes King's College London's Faculty of Dentistry, Oral & Craniofacial Sciences and King's College Hospital's Dental Hospital. We seek to strengthen our position as an outstanding Academic Health Sciences Centre (AHSC), delivering clinical care, research, teaching and training. Further details of the Dental Institute may be found on its website: www.kcl.ac.uk/dentistry.

In making new appointments the Dental Hospital seeks to attract and appoint exceptional academic clinicians, capable of delivering not only excellent clinical care but also who want to be involved in teaching at undergraduate and / or postgraduate level and in research, making important and new contributions to ensure the Dental Institute maintains its considerable momentum at the cutting edge of oral health sciences. The Dental Hospital is forward-looking and dynamic with many state-of-the-art facilities in which to undertake clinical care and pursue research.

3.2. The Department of Oral Medicine

The Department of Oral Medicine at Guy's Hospital is currently situated on the 22nd floor of the Tower Wing where it provides the full range of oral medicine clinical services. We host several multidisciplinary and specific disease-based clinics with colleagues from Gastroenterology, Dermatology, Dental Psychology, Rheumatology and the Head and Neck department. Therefore, the department, in combination with colleagues from other disciplines, has established an excellent reputation in managing oral immunobullous disease, oral Graft versus Host Disease, chronic orofacial pain, orofacial granulomatosis (OFG), oral potentially malignant disorders and Sjögren's disease.

The Department works closely with all departments within the Dental Institute in particular Oral Surgery, Oral & Maxillofacial Radiology, Special Care Dentistry and Paediatric Dentistry.

There is a strong commitment to training at both under- and post-graduate level and all staff are also expected to take part in audit and research activities. As clinical research is actively encouraged, all consultant staff are members of either the King's College London (KCL) Centre for Host Microbiome (formerly Mucosal and Salivary Biology) or Centre for Oral, Clinical and Translational Science within the Dental Institute. Suitable candidates are able to apply for an Honorary KCL contract.

4. Oral Medicine Staff at Guy's and St Thomas's Trust

Consultants	Specialist interest
Rui Albuquerque	Burning mouth syndrome and oral potentially malignant disorders

Richard Cook	Optic-diagnostics in white/red lesions and oral mucosal lesions in children
Michael Escudier	OFG and salivary gland disease
Cameron Herbert	OFG and chronic orofacial pain
Esther Hullah	OFG, chronic orofacial pain and oral mucosal lesions in children
Sandeep Joshi	Chronic orofacial pain, oral potentially malignant disorders and oral immunobullous disease
Helen McParland	Oral potentially malignant disorders and chronic GvHD
Shalini Nayee	Sjögren's disease and oral immunobullous disease
Martyn Ormond (Clinical Lead)	Chronic orofacial pain, Sjögren's disease and oral immunobullous disease
Jane Setterfield	Immunobullous disease

Other staff	
3 Specialty Trainees	NHS funded and NIHR ACF trainees
5 Specialty Dentists	
3 Dental Core Trainees	DCT1 and 2 level
2 Clinical Psychologists	Behavioural management in chronic orofacial disease
1 Specialist Pharmacist	Initiation and monitoring of systemic immunosuppression

4.1. Research Profile and Current Activities

The Oral Medicine department focuses on clinical research including chronic orofacial pain, OFG, oral epithelial dysplasia, optic-diagnostics, salivary gland disease and oral immunobullous disease.

4.2. Teaching, Learning and Quality Improvement

The Oral Medicine department is responsible for Human Health and Disease teaching across years 3-5 of the BDS undergraduate program.

The Oral Medicine department has quarterly audit meetings and regular departmental meetings with nursing and administrative colleagues to facilitate quality improvement and excellent team working.

4.3. Administrative / Secretarial Support / Office Facilities

The Oral Medicine unit has a full-time clinical secretary based in the clinical office, whose role is to handle patient enquiries in addition to secretarial support for all the clinical staff. Clinic letters are dictated digitally and the post holder is expected to engage with all the electronic clinical applications including electronic noting, digital imaging and e-prescribing in due course. The post holder will have access to shared office space and hot desking facilities.

The Department of Oral medicine is responsible for Human Disease and Oral Medicine clinical teaching at year 3, 4 and 5 undergraduate and postgraduate levels. And formal lecture teaching to undergraduate students in Human Disease and Oral Medicine / Diagnosis as part of the Oral Disease Course co-taught by Oral Pathology/Oral Surgery/Dental Radiology. The Department also provides clinical research students with quality laboratory research projects appropriate for their courses.

4.4. Job Summary

To provide clinical service in Oral Medicine at GSTFT, in accordance with Trust guidelines and the strategy of both GSTFT and KCL Dental Institute:

- To assist in service delivery and patient care including administration.
- To participate in clinical and other service activities with the object of ensuring a high standard of patient care.
- To take an active part in KCL undergraduate and postgraduate teaching and training.

The post is primarily based in the GSTFT Department of Oral Medicine, based on Floor 22 of the Tower Wing. The Oral Medicine component includes general and some specialist multi-disciplinary Oral Medicine Clinics & biopsy lists. Administration time and teaching time is built into the placement consistent with the position. The post holder can rotate to other Oral Medicine units to gain further experience.

5. Duties and Responsibilities

5.1. Clinical

The post-holder will, together with colleagues, be responsible for the provision of Oral Medicine services to the Guy's & St Thomas' NHS Foundation Trust to include:

- Diagnosis and treatment of patients of the trust in such hospitals, health centres or clinics or other premises as required, within the Oral Medicine Team.
- Continuing clinical responsibility for the patients in your charge, allowing for all proper delegation and reference to senior staff.

5.2. Training

All medical and dental staff will be expected to contribute to their own personal training development and to the undergraduate teaching programs in the unit.

5.3. Clinical Governance

All medical and dental staff are expected to take part in clinical governance activities, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution to these areas and their audit of their own clinical work as part of their annual appraisal.

5.4. Appraisal

All medical and dental staff are required to undertake annual appraisal.

5.5. Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

5.6. Equal Opportunities

Post holders must always fulfil their responsibilities regarding the Trust's Equal Opportunities Policy and equality laws.

5.7. Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

5.8. Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

5.9. Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses to improve services. Post holders must also attend training identified by their manager or stated by the Trust to be mandatory.

5.10. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

5.11. Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

5.12. Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

5.13. On Call Rota

There is no on-call commitment.

5.14. Regular Meetings

The unit will hold regular educational and business meetings and a rolling programme of ad hoc meetings as required by the day-to-day function of the unit.

5.15. Administrative / Secretarial Support / Office Facilities

The post holder will be provided with office space and full IT support. Secretarial support will be provided by the 'pool' of oral Medicine secretaries.

5.16. Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

6. Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

7. Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

8. Other

The list of duties and responsibilities given above is not an exhaustive list and you may be asked to undertake other duties in line with the overall purpose and nature of the post as may be required from time to time.

This job description reflects core activities of a post at a particular time. The trust expects that all staff will recognise this and adopt a flexible approach to work.

All staff are expected to contribute to the smooth running of their clinical service as required; in particular, to comply with the policies and procedures, Standing Orders and Financial Regulations of the trust.

9. Person Specification To be added by HEE (NR)

10. Sample Job Plan

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Clinic	DCC Admin	Clinic	Clinic	Clinic
PM	Clinic	Clinic	Clinic	SPA	National Teaching