

Specialist Registrar job description & candidate information

Position:	Specialist Registrar in Oral Surgery (2 posts)
Specialty:	Dental/Oral Surgery
Division:	Surgery
Accountable to:	Chief of Surgery
Reporting to:	Clinical Lead and Oral Surgery Consultant
Salary:	
Location:	East Surrey Hospital/ Kent, Surrey, Sussex & London rotations
Hours of work:	10 Programmed activities per week
Contract type	Full time Fixed term
Disclosure required:	Enhanced Level – Adult & Child barred lists

Job purpose

This is a 3-year programme of specialist training in Oral surgery based at Surrey and Sussex NHS Trust/East Surrey Hospital Redhill and LKSS. It is envisaged that formal completion of training will be marked by satisfactory summative assessment and success in the Dental Specialty Fellowship Examination in Oral Surgery thus equipping the trainee for a specialist appointment.

The training will be delivered by way of supervised clinical training predominantly within the secondary care. The training will be structured over the 3 years to fulfil the required curriculum and will involve exposure and involvement to dento-alveolar surgery under LA/IV/GA, consultant clinics in oral and maxillofacial surgery, and multidisciplinary clinics.

The post holder will need to ensure that he/she is aware of their responsibilities to patient care and service delivery within the context of their training and will be expected to deliver high quality care at all times.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

<p>Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.</p>	<p>One Team: we work together and have a ‘can do’ approach to all that we do recognising that we all add value with equal worth.</p>
<p>Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.</p>	<p>Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.</p>

Strategic Objectives



The role and key responsibilities

- The post-holder will be responsible to the Educational supervisor in the Department and will work under the direction of the Consultants in Oral Surgery
- There are two new posts based at East Surrey Hospital, Redhill with rotation to other sites across Kent, Surrey and Sussex and London to meet the demands of the Oral Surgery Curriculum
- The trainee will be entitled to professional study leave as per the training guidelines. Any request for study leave must be completed with 8 weeks notice.
- The trainee will undergo regular appraisals and a formal assessment once a year which will take place with the Deanery.
- The trainee will be expected to keep a training portfolio which should be regularly updated alongside a log book.
- The training outline has been structured to provide the training requirements alongside the service delivery thus optimizing the experience the trainees undergo.
- All Speciality Registrars (StR's) are expected to take part in teaching during their normal clinical work.
- All StR's are expected to take part in clinical governance activity, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution in these areas and their audit of their own clinical work as part of their annual appraisal.
- An individual educational programme will be arranged for the post holder by the Educational Supervisor/TPD and will follow the outline of the curriculum set by the Oral Surgery Specialist Advisory Committee in conjunction with NHS WTE.
- The curriculum is set over a period of 3 years to achieve core competencies which will enable the trainee to sit the DSFE examination.
- The list of duties and responsibilities given above is not an exhaustive list and the StR 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.

Core Clinical Competencies

- 1.1 Extraction of teeth & retained roots/pathology and management of associated complications including oro-antral fistula
- 1.2 Management of odontogenic and all other oral infections
- 1.3 Management of impacted teeth; management of complications
- 1.4 Peri-radicular surgery
- 1.5 Dentoalveolar surgery in relation to orthodontic treatment
- 1.6 Intraoral and labial biopsy techniques
- 1.7 Treatment of intra-oral benign and cystic lesions of hard and soft tissues
- 1.8 Management of benign salivary gland disease by intra-oral techniques and familiarity with the diagnosis and treatment of other salivary gland diseases
- 1.9 Insertion of osseointegrated dental implants including bone augmentation and soft tissue management
- 1.10 Appropriate pain and anxiety control including the administration of standard conscious sedation techniques

- 1.11 Management of adults and children as in-patients, including the medically at-risk patient
- 1.12 Management of dento-alveolar trauma and familiarity with the management and treatment of fractures of the jaws and facial skeleton
- 1.13 Management of oro-facial pain including temporomandibular joint disorders
- 1.14 Clinical diagnosis of oral cancer and potentially malignant diseases, familiarity with their management and appropriate referral
- 1.15 The diagnosis of dentofacial deformity and familiarity with its management and treatment
- 1.16 Diagnosis of oral mucosal diseases and familiarity with their management and appropriate referral
- 2.1 An overview of health services management, administration and use of resources.
- 2.2 An understanding of evidence-based practice, clinical guidelines and monitoring of outcomes.
- 2.3 Awareness of medico-legal responsibilities, jurisprudence and ethics.

Indicative job plan

Your job plan is full time/10 Programmed Activities per week to be carried out primarily on SASH sites and across Kent, Surrey and Sussex/London and does not include an on-call commitment. This is an outline programme and you will be expected to discuss and agree a detailed job plan including your personal and professional objectives with your Educational supervisor within 3 months of your start date.

The training is delivered by way of attendance on new patient clinics, joint clinics and treatment sessions. The remaining sessions will be split across audit/governance, didactic teaching, administration and research.

A provisional weekly outline of the training programme is given below.

It is important to note this is tentative and subject to change to fulfil curriculum needs and opportunity over the 3 years. Training will be units in KSS and London sites, the main base will be SASH, KSS.

Post A

	Mon	Tues	Wed	Thurs	Fri
AM	OMFS Clinic MD ESH	Admin	Hypo Eastman	Admin	Oral Med Eastman
PM	OMFS Clinic MD ESH	GA SN Crawley	OMFS/Paeds inpt GA	LA MOS Eastman	IV/LA Eastman

Post B

	Mon	Tues	Wed	Thurs	Fri

AM	GA Eastman/ MOS supervision	GA Eastman	LA/IV ESH	LA MOS Eastman	GA DP ESH/Crawley wks 2,4 Admin wks 1,3
PM	Clinic Eastman	Clinic Eastman	Clinic ESH	Admin	GA DP ESH/Crawley wks 2,4 Admin wks 1,3

**There is no on-call commitment in post*

The Dental Department

Outpatient Services

Dental outpatient clinics are held at the Dental and Maxillofacial Department at East Surrey Hospital in a bespoke unit built in July 2019 comprising of 8 self-contained clinical chairs. The dental and maxillofacial team is based at East Surrey Hospital and provides a wide range of specialist dental services to patients. We are a specialist referral centre for dental treatment under sedation and general anaesthesia and for the treatment of patients with complex dental disease requiring multidisciplinary care.

Inpatient Services

All inpatient surgery is undertaken at East Surrey Hospital. The Trust has recently completed a £15million theatre extension and refurbishment program.

There is also a Day Case Surgery Unit at Crawley Hospital for oral surgery patients, and Godstone theatre on the East Surrey site for special care patients.

Consultant Clinical Staff of the Dental and Maxillofacial Department

Consultant Staff

Mr Dipesh Patel

Mr Richard Fitzgerald

Miss Mili Doshi

Miss Sophie Marshall

Miss Ziba Cunningham

Miss Monika Cedro

Miss Heather Illing

Mr Martin Danford

Consultant in Oral Surgery

Consultant in Special Care Dentistry

Consultant in Special Care Dentistry

Consultant in Paediatric Dentistry

Consultant in Orthodontics

Consultant in Orthodontics

Consultant in Orthodontics

Consultant in Oral and Maxillofacial Surgery

Mr Ben Gurney

Consultant in Oral and Maxillofacial Surgery

Others including trainees:

- 4 specialty dentists
- 1 paediatric dentistry registrar
- 1 special care dentistry registrar
- 2 dental core trainees
- Community services dentists

Nursing, Admin and Clerical Staff:

Dental nursing and secretarial support is provided and the Department is supported by a service manager and a team of reception staff.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

Information about the Trust

Surrey and Sussex Healthcare NHS Trust provides emergency and non-emergency services to the residents of east Surrey, north-east West Sussex, and South Croydon, including the major towns of Crawley, Horsham, Reigate and Redhill. At East Surrey Hospital, Redhill we have 697 beds and provide acute and complex services. In addition, we provide a range of outpatient, diagnostic and less complex planned services at The Earlswood Centre, Caterham Dene Hospital and Oxted Health Centre, in Surrey, and at Crawley Hospital and Horsham in West Sussex.

We provide services across the Surrey and West Sussex County Council areas and work closely with the district, borough and town councils of Reigate and Banstead, Mole Valley, Tandridge, Crawley, Horsham and East Grinstead. Our services are commissioned mainly by Crawley, Horsham and Mid Sussex, East Surrey, Surrey Downs and Croydon CCGs.

The trust employs over 4,215 staff across the trust and is proud to have extensive and modern facilities, including MRI and CT scanners, intensive and coronary care units.

For more information please visit the SASH website: <https://www.surreyandsussex.nhs.uk/>

The Care Quality Commission (CQC) rated our services as 'Outstanding' following an inspection in 2018 and we are one of the best performing Trusts in England:

- Winners of Health Service Journal Acute Trust of the year award 2021
- We are a National Patient Safety Awards winner and strive to be a beacon for safety in all that we do
- We are in the top 20% nationally for staff recommending the Trust as a place to work or receive treatment
- Our staff rate us the best in the country among comparable acute trusts when asked if they would recommend the Trust as a place to work
- Our staff also rank us the best in the country among comparable acute trusts when asked whether care of patients is the organisation's top priority
- Our workforce are amongst the most motivated in the country; we achieved the top acute hospital score in the country for staff engagement in the last national staff survey
- In 2019, we were crowned best dementia-friendly hospital in the country and shortlisted at the Health Service Journal Awards for organisation of the year
- We have one of the lowest levels of nursing vacancies in the country

Services currently provided by the Trust:

Surgery - General Surgery and Urology, Trauma and Orthopaedics, Gynaecology, ENT, Ophthalmology and Dental services provided principally at East Surrey Hospital.

Specialist Maternity Services and services for Children including those for new born babies with a 20 cot neonatal unit with capacity for 3 intensive care cots based at East Surrey Hospital. There is a paediatric walk in centre at Crawley Hospital.

General Medicine - including Care of the Elderly, Cardiology, Diabetes, Gastroenterology, Rheumatology, Dermatology, Genito Urinary Medicine, Respiratory Medicine, Neurology, Clinical Oncology and Haematology services. Stroke services are at Crawley together with medical rehabilitation.

The major Accident and Emergency and Trauma Centre is based at East Surrey Hospital which is supported by an established Acute Medical Unit and Surgical Assessment Unit.

10 Intensive care beds and 6 high dependency beds, operating theatres and dedicated Day Case facilities.

10 main operating theatres at East Surrey Hospital which have recently been subject to a £15m refurbishment. We also have a Surgical Short Stay Unit with 4 theatres at Crawley Hospital with overnight stay facilities.

A range of Diagnostic (X-Ray and Pathology including 24-hour CT scanning), Therapy and clinical and non-clinical support services.

A full range of community services, community hospitals and clinics are provided jointly with a range of community providers.

Mental health services are provided through our well established links with local Mental Health Trusts.

We have developed a strategic and clinical partnership with Brighton and Sussex University Hospitals NHS Trust, becoming an Associated University Hospital of Brighton and Sussex Medical School which is one of the most oversubscribed medical schools in the country. It has a strong reputation for educating and training health professionals, teaching science and advancing research. It is also consistently highly regarded by its own students in annual university surveys.

Consultants have activities at both East Surrey and Crawley Hospitals as well as in the community sites.

All junior doctors are based at East Surrey Hospital and some travel to Crawley Hospital for outpatients, theatres and specialist services.

Trust Activity:

	2019-20	2020-21	2021-22	Change	% Change
Emergency Attendances	112,534	91,922	127,292	35,370	38.48%
Outpatient Appointments	407,499	350,647	427,287	76,640	21.86%
Non-Elective Admissions	39,646	33,062	35,450	2,388	7.22%
Births	4,460	4,396	4,666	270	6.14%
Elective Admissions	53,307	34,687	40,794	6,107	17.61%

Management Arrangements

Chairman
 Chief Executive
 Chief Medical officer
 Chief Financial Officer/Director of Estates
 Chief Nurse
 Chief Operating Officer

Dr Richard Shaw
 Angela Stevenson
 Dr Ed Cetti
 Paul Simpson
 Jane Dickson
 Karen Breen (interim)

Chief of People and Culture
Chief of Corporate Affairs and Governance
Director of Kaizen
Director of Strategy
Director of Outcomes
Chief Clinical Information Officer
Director of Information and Technology
Chief of Pathology
Chief of Education

Elizabeth Nyawade
Colin Pink
Sue Jenkins
Anouska Adamson-Park
Dr Richard Brown
Dr Tony Newman-Sanders
Ben Emly
Dr Bruce Stewart
Dr Sarah Rafferty

The Trust's management arrangements are based on a system of Clinical Divisions. These are as follows:

Chief of Medicine	Dr Ben Mearns
Chief of Surgery	Mr James Henderson
Chief of Women and Child Health	Miss Karen Jermy
Chief of Cancer Services	Dr Tony Newman Sanders

Divisional Leadership

Divisional Director of Medicine	Cynthia Quainoo
Divisional Director of Surgery	Abigail Hull
Divisional Director of Women & Children's Health	Natasha Hare
Divisional Director of Cancer & Diagnostics	Jen Cassettari
Director of Operations	Alison James

Continuously improving – SASH+

The Trust has seen major transformation in terms of quality, safety clinical outcomes and patient experience over the past six years. This has been recognised by both our staff and patients and by external audiences at both a local and national level. In 2015 the Trust was successful in its application to be part of a five year development programme in partnership with the Virginia Mason Institute. This programme, which is nationally funded, takes the learning from Virginia Mason which has adapted the principles used to manufacture cars by Toyota.

This process:

- is based on the lean concepts from the Toyota Production System
- has been pivotal in the transformation of a culture which is focussed on pursuing excellence for patients
- has improved safety and the quality of care provided to patients
- involves staff in developing and implementing their own solutions to issues on the basis of continuous incremental improvement (kaizen)
- uses evidence, observations and robust improvement tools and techniques
- has reduced costs by focussing on reducing waste and adding value to as many processes as possible
- has been explicit in developing standard work for processes to reduce variation and improve quality

SASH + is the overarching name of the improvement journey that the Trust have embarked on. We are one of only five Trusts who are participating in this programme and we are confident that the rigorous application of a tried and tested process, supported by a further culture shift which supports

the pursuit of perfection for patients has helped the organisation move from being rated as good to outstanding.

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SaSH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Equality Act
- The Caldicott Principles

Safeguarding children and adults at risk of abuse

All Trust employees have a responsibility to safeguard and promote the welfare of children and adults at risk of abuse. As such, you have a duty to familiarize yourself with the Safeguarding Adult and Children policies available via SASHnet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available on the Trust Intranet Site. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

Clinical Governance

The Trust has a comprehensive clinical governance programme and clinicians are expected to be engaged with this work. For example, participation in clinical audit, morbidity/mortality meetings, reporting incidents and near misses and responding to complaints. Clinicians are expected to play an active role in the continued development of the service in such a way as to take into account the views of patients and their carers.

Audit

All clinicians are required participate in audit meetings. The post-holder will be required to make contributions to departmental, trust-wide and National audit projects. The Trust currently runs a monthly programme of audit and clinical governance activities on a half-day rolling basis to which all clinical staff are expected to attend. The Clinical Effectiveness and Audit Committee approve all audit projects including Trust-directed audit. The post holder will be expected to contribute to the development and reporting of Clinical Quality Standards and Key Performance Indicators.

Research

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Continuing medical education

Clinicians are eligible for an annual allowance towards continuing medical education. Study/professional leave is provided equivalent to 30 days every 3 years for which the Trust makes a discretionary contribution for approved study leave. It is the responsibility of all clinicians to maintain their CPD.

Appraisal and Revalidation

The Trust requires clinicians to complete formal appraisal and job planning on an annual basis and to attend annual mandatory update training. Currently, these appraisals are undertaken by a faculty of appraisers led by the medical director and responsible officer for revalidation.

Teaching

All clinicians within the division are involved in the education and development of junior medical staff and other colleagues. There are excellent postgraduate facilities in the education centre at SASH run by the enthusiastic PGEC team. The appointed clinicians are expected to complete an appropriate qualification in educational supervision that is recognised by Health Education England.

The Trust has attained associated teaching hospital status and hosts medical students from several universities. All of our universities have expanded their student numbers recently, which will result in increases in our student placements in the coming years and opportunities exist to develop joint educational posts with the medical schools in the form of honorary lecturer roles.

Office

Trained medical secretarial support will be available and suitable office accommodation will be provided.

Mentor support

The Trust offers access to local mentoring support.

East Surrey Area

East Surrey has an enviable reputation as one of the most sought after Home Counties in the UK. Equal distance between the South Coast and London, the county is a leafy suburb with access to some of the most popular schools in the country. The county provides an ideal place to settle with children and is a great base to explore the delights of the Surrey Downs. The City of Brighton provides a mixture of vibrant nightlife and unique shopping experiences and is in easy reach by road and rail link.

Home to the famous Ascot Ladies Day and Epsom Derby Horse Race, the county also has several well-known National Trust places including Box Hill, an area of outstanding natural beauty.

With Gatwick Airport on the doorstep, the location provides excellent access to the UK's second largest airport and a gateway to Europe and further afield for those wanting to explore.

Sunshine Day Nursery (located at East Surrey Hospital)

Open between 07.00 and 18.00

Sunshine Day Nursery is open 52 weeks of the year except for bank holidays, Christmas and New Year's Eve.

We have a large outside play area for the children to enjoy and explore, with a castle, climbing frame/slide and soft play area with sensory garden. There is a canopy that runs along the 2/5's playrooms so the children can access the garden in all weather. All rooms have access to the garden via double patio doors.

Sunshine Day Nursery is committed to helping parents balance work/life responsibilities by providing high quality child care and education. We offer a friendly, professional, safe and stimulating environment for your child. As a team we are caring, reliable, enthusiastic and passionate about what we do. We believe by providing an enabling environment and meeting children's individual needs, this creates a good start in your child's life. This is achieved by furthering their development which promotes the foundations of their early education. We recognise that the child's expert and prime educators are their parents/carers and build excellent relationships with parents. This is shown through parents returning with siblings and recommending us to their friends and colleagues. We also pride ourselves on our low staff turnover.