

# Orthodontic Training Programme

## Job Description

### Post Details

<b>HEE Office:</b>	London
<b>Job Title:</b>	Specialty Trainee in Orthodontics ST4
<b>Person Specification:</b>	<b>NRO to complete</b>
<b>Hours of work &amp; nature of Contract:</b>	Full Time for 24 months 40 hours per week full time or LTFT job share Hours:
<b>Main training site:</b>	Royal Surrey County Hospital Guildford (5 sessions)
<b>Other training site(s):</b>	Kings College Hospital London (5 sessions)

### Organisational Arrangements

<b>Training Programme Director (TPD):</b>	Sofia Ahmad
<b>TPD contact details:</b>	Sofia.Ahmad9@nhs.net
<b>Regional Associate Postgraduate Dental Dean (Dental Core and Specialty Training)</b>	Helen Tippett
<b>Associate Dean contact details:</b>	Workforce, Training and Education (WT&E) NHS England (London and Kent, Surrey and Sussex) 10 South Colonnade, Canary Wharf, London, E14 4PU.  Email: Helen.Tippett1@nhs.net

## **Training Details**

### **Education and Training**

This post is suitable for those who wish to further develop their practice in orthodontics and undertake training to consultant level. The post offers a broad experience of all aspects of orthodontics and provides an exciting opportunity to develop and enhance the services provided to the local community. Duties include both clinic and MDT meetings, with involvement in teaching and mentoring more junior staff.

The post holder is expected to treat a range of patients in accordance with departmental guidelines. The post holder will be encouraged to develop their clinical skills and progress in the post, taking on increasingly complex patients and caseload. Whilst service delivery is important, contributions to the wider Trust in fields such as audit, outcomes, research management and teaching will be encouraged.

### **Duties and Responsibilities of postholder**

Training will involve development of diagnosis and management of a range of complex malocclusions including cases requiring multi-disciplinary input. The Post holder will be expected to work independently and gain skills in management, critical appraisal and research/Audit appropriate for consultant practice. They will be encouraged to teach and take a wider role within the orthodontic department and develop their personal and professional skills. Each Post CCST will have a personal caseload but also have a responsibility for the running of the orthodontic department. Study and examination leave allowance are as stated in the Terms and Conditions of Service. As part of the curriculum, assessments will be used to assess key competencies with work-based assessments (WBA) throughout the two-year period.

## **Main Training Site:**

### **The Royal Surrey Hospital Guildford**

The Royal Surrey NHS Foundation Trust is a multi-site acute and community Trust, based in Guildford, which serves a population of more than 336,000 across southwest Surrey; and a tertiary cancer centre, offering state of the art diagnostic and treatment services to a population of two million. 90,000 patients are admitted for treatment, around 78,000 patients attend our Emergency Department, and we deliver around 3,000 babies each year. The Trust owns Healthcare Partners Limited (HPL) and Royal Surrey Pharmacy Ltd, both are wholly subsidiaries. We attract referrals from across the country for some specialties including urology. Our Minimal Access Therapy Training Unit (key-hole surgery) is one of only three such training units in the UK. Our patients also benefit from state-of-the-art diagnostic equipment including two MRI scanners, four CT scanners, interventional radiology equipment and a gamma camera. We have one of the lowest mortality rates in the country. As a NHS Foundation Trust, we have a Council of Governors with 26 Governors, and over 8,000 public members. We employ around 5,000 members of staff making us one of Guildford's largest employers. In addition, the hospital is supported by a thriving group of 500 volunteers all of whom provide valuable services on an independent, voluntary basis. After visiting the Trust in February 2020 for a routine inspection, the CQC reported its findings, rating two more core services as 'outstanding'. The rating for medical care (including older people's care) improved from 'good' to 'outstanding'. The rating for end-of-life care improved from 'good' to 'outstanding'. Use of resources improved from 'good' to 'outstanding'. The CQC also inspected urgent and emergency care and, even though they were already dealing with Covid-19 patients at the time, the service has retained its rating of 'good'. Back in September 2023 the CQC came to re-inspect our maternity services and we retained our rating of outstanding. In addition, the CQC has moved the rating for the Royal Surrey County Hospital to 'outstanding'. We have a great reputation and history of embracing quality improvement (QI) and transformation work – continuously improving is one of our core values. Today, the Trust has put QI firmly at the centre of its strategic journey. It is seen by the Board as the vehicle we will use to reach the goals set out in the 2022-25 strategy. The Trust's management structure comprises six divisions led by clinician and management partnerships: Medicine and Access, Women and Children, Surgery, Oncology, Diagnostics and Clinical Support Service and Adult Community Services. These divisions are supported by Corporate Services led by Executive Directors. The most recently created division Adult Community Services, came into being on 1 April 2018 when the Trust took over the provision of adult community health care services for people in Guildford and Waverley with ProCare Health (the federation for GP practices). This is the first time an acute Trust has joined forces with a GP federation to provide adult community health services in this way.

### **Post graduate Medical School University of Surrey**

The University of Surrey has become one of the leading academic institutions of the country. Surrey University Campus is adjacent to the hospital and provides excellent opportunities for collaboration in research and teaching. The University opened Surrey's first medical school and welcomed its first cohort of students from September 2024.

#### **Our vision, mission and values**

The Trust recently undertook a listening exercise with its staff which has formed our new vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do. Our Mission Together we deliver compassionate, safe care every day. Our Vision To provide nationally celebrated, community focused health and care.

Our values are:

- Continuously improving Continuously improving is not just a value. It's what unlocks our innovation.

Excelling together Excelling together is not just a value. It's what we do every day.

Caring together Caring together is not just a value. It's what sets our Royal Surrey family apart.

Learning together Learning together is not just a value. It's what keeps our services safe.

## Department description

### Introduction

The Orthodontic Unit at the Royal Surrey County Hospital is based in a purpose-built facility, which opened in March 1996. Guildford is an old market town situated in a strategic position in Surrey with excellent road and rail links to London, Heathrow and Gatwick airports, the South coast and the west of England. The Orthodontic Unit serves a population of over 600,000 residents and sees 9,000 attendances a year with over 700 new patient referrals. The unit has a history of close multi-disciplinary working with Maxillo-facial Surgery, Restorative and ENT colleagues.

There are 4 Consultant orthodontists and 9 Maxillo-facial Surgeons who provide a service for the Royal Surrey County Hospital, Frimley Park Hospital, Basingstoke and North Hampshire Hospital, Ashford Hospital and East Surrey Hospital providing a surgical network with Guildford as the in-patient hub.

There are currently 3 Orthognathic MDT clinics per month, 2 Orthodontic Restorative MDT per month, 2 Dentoalveolar MDT clinics per month, 1 Orthodontic Paediatric MDT clinic per month and 2 cleft MDT clinics per month.

There are five orthodontic chairs for use exclusively by the Orthodontic Unit with a three-chair polyclinic and a two-chair room. The facility has an open-plan design to permit close supervision of trainees, and the side surgery is designed to accommodate a number of trainees to be present during a diagnostic and multidisciplinary clinic.

### Clinical Staff

#### Orthodontic Team

Consultant	Mr Nigel G Taylor	0.8 WTE
Consultant (Clinical Lead)	Miss Gursharan Minhas	0.8 WTE
Consultant	Mr Sukhraj Grewal	0.5 WTE
Locum Consultant	Mrs Rosalind Jennings	0.4 WTE
Trust Associate Specialist	Mrs Bavani Vivekanandan	0.7 WTE
Specialist Registrar (Post-CCST)	Guildford	0.6 WTE
(Guildford/Eastman)	Eastman	0.4 WTE
Specialist Registrar (Post-CCST)	Guildford	0.5 WTE
(Guildford/Kings)	Kings	0.5 WTE
Specialist Registrar year 1		0.5 WTE
(Alternates weekly with GKT/Kings)		0.5 WTE
Specialist Registrar year 3		0.5 WTE
(Alternates weekly with GKT/Kings)		0.5 WTE
Orthodontic Therapist	Mrs Bahareh Ghorabi	0.2 WTE

### Nursing Staff

Mrs Nicola Ellis	Senior Dental Nurse Manager
Miss Laura Wells	Orthodontic Nurse
Miss Hema Gurung	Orthodontic Nurse

Mrs Samjhana Gurung-Pun	Orthodontic Nurse
Mrs Maya Gurung	Orthodontic Nurse
Mrs Alice Gurung	Orthodontic Nurse
Mrs Nisha Thapa	Orthodontic Nurse
Mrs Aisha Doolan	Orthodontic Nurse

#### Technical Staff

Mr Edward Malton	Maxillofacial laboratory manager
Mr Richard Eggelton	Maxillofacial Technician
Mr Terry Jolly	Specialist Dental Technician
Mr Ross Kaighin	Specialist Dental Technician

#### Secretarial Support

Mrs Jill Portlock

Mrs Alison Boyles

Mrs Emily Keeley

#### Clinic Co-ordinators

Ms Jazmin Gammons

Mrs Lesley Wood

#### Maxillofacial Surgery Consultants

Interdisciplinary Clinics held with following Oral and Maxillofacial Surgery Consultants:

Mr Ben Gurney

Mr James Sloane

Visiting Cleft Surgeons:

Mr David Grimes

Mr Martin Woods

Lt Col James Combes

Mr Daniel Van Jin

Mr Michael Bater

Mr Jacob D'Souza

Mr Steve Walsh

Mr M Bhajwa

Vacant

#### Restorative Dentistry

Mr Nick Lewis (Clinical director)

#### Paediatric Dentistry

Mrs Laura Cooke

Special care dental service

Miss Shelley Oliver

Special Care Dental Services

## **Work of the Department**

The Orthodontic Unit has a service commitment to provide orthodontic care and guidance for Surrey and Northeast Hampshire. The Orthodontic Unit provides a comprehensive diagnosis, second opinion and treatment service for a case mix with emphasis in the areas of orthognathic surgery, facial deformity, including the management of cleft lip and palate and hypodontia. The widening scope of multidisciplinary management means that a wide age range of cases is treated from neonates to the elderly.

Surrey has many Specialist Orthodontic Practitioners who account for more than 90% of the referrals to the unit, which means that the majority of cases treated within the Unit are difficult and challenging malocclusions. The purchasers have formalised the long-established bias of the Unit towards the treatment of difficult orthodontic cases by defining their purchasing intentions in respect of IOTN 4 and 5 cases, although a small number of routine cases are accepted for teaching purposes. The Orthodontic Unit provides an excellent opportunity for multidisciplinary working with Maxillo-facial Surgery, Restorative dentistry and Paediatric dental clinics.

Guildford is a designated local site within the new cleft network for South Thames. Monthly cleft clinics take part on Mondays and Fridays with the cleft team. Nigel Taylor is the local site cleft coordinator.

## **Teaching and Training**

The Department has a major commitment to teaching and training with Specialist Registrars linked to the Eastman Dental Hospital and King's Health Partners. Research links have been established with the University of Surrey and some previous Specialist Registrars have successfully completed MSc research project at the University of Surrey or in the orthodontic unit under the supervision of the Orthodontic Consultants, Mr Nigel Taylor and Miss Gursharan Minhas.

The maxillofacial unit has 3 Specialist registrars, a clinical fellow, 4 SAS surgeons and 7 dental foundation trainees and visiting foundation dentists.

The Orthodontic Unit has chair side computers linked to the Hospital Information System, digital x-rays, 3D Dolphin digital imaging and a 3 Shape intra-oral scanner. Dolphin planning software and 3 Shape Ortho Analyzer software is networked and available on all clinic and office computers. There is access to a data projector for teaching.

Planmeca G7 digital panoramic and lateral cephalometric radiographic equipment and and Promax 3D CBCT is available on site in the department with all radiographs taken and developed by qualified radiographers.

Photographic facilities are also available using a Nikon F801-S for clinical photography record keeping. Professional photography is easily available from the onsite Department of Medical Illustration. There is separate computer room housing digitising software using Dolphin and full Microsoft Office suite linked to a laser and colour printer and professional scanner. There is full Wifi internet access across the Orthodontic Unit.

There are Orthodontic and Maxillo-facial technicians on site to provide comprehensive technical support. Orthognathic cases are planned using digital Dolphin planning.

Within the Unit trainees are actively involved in local and regional audit groups and it is expected that the appointee will take an active part where possible in the activity of the department. The Trust has a bimonthly Educational Half Day. Mr Taylor and Miss Minhas are educational supervisors and attend regular local faculty group meeting. Miss Minhas is educational supervisor for this post.

The Orthodontic Unit was awarded a Trust team excellence award in 2003

## **Second Training Site:**

### **Background King's Health Partners Academic Health Science Centre (AHSC)**

In 2024, the directorate for dental has moved to the south sites. The last 2-3 years have been key in developing a digital workflow across orthodontics (KCH and QMH) to ensure we keep up with the latest technology. The orthognathic workflow has evolved incorporating a digital workflow including surgical planning. Ortho/restorative clinics have also benefitted from this technology through digital kesling setup and aligners for fine finishing if required prior to tooth replacement.

2013-14 was a year of significant workforce growth and organisational change as King's acquired new sites, services and people. In October 2013 we were pleased to welcome 2,700 colleagues who joined us from Princess Royal University Hospital, Orpington Hospital and associated services from South London Healthcare Trust.

Our enlarged Trust is located on multiple sites serving the economically diverse boroughs of Southwark, Lambeth and Bromley. As both a major employer with over 10,500 staff we play an important part in helping reduce local, social and health inequalities. The Trust provides a broad range of secondary services, including specialist emergency medicine (e.g. trauma, cardiac and stroke). It also provides a number of leading-edge tertiary services, such as liver transplantation, neurosciences, haemato-oncology, foetal medicine, cardiology and cardiac surgery, on a regional and national basis.

King's College Hospital has an enviable track record in research and development and service innovation. In partnership with King's College London the Trust has recently been awarded a National Research Centre in Patient Safety and Service Quality. It is also a partner in two National Institute for Health Research biomedical research centres. The first is a Comprehensive centre with King's College London and Guy's and St Thomas' NHS Foundation Trust and the second is a Specialist centre with the South London and Maudsley NHS Foundation Trust and the Institute of Psychiatry. King's College Hospital has also recently strengthened its research and development infrastructure in order better to support clinical researchers across the organisation. Further information about King's can be found on its website, [www.kch.nhs.uk](http://www.kch.nhs.uk).

The enlarged Trust will have an annual income of around £800m, the majority of which is derived from Clinical Commissioning Groups. However, education and research are also important sources of income, currently contributing around 8% of the total. The Trust is embarking on a strategy to achieve greater diversification of its income, with growth anticipated in tertiary referrals, research and commercial services activities. There is also a developing fund raising partnership with the King's College Hospital Charity.

King's College Hospital offers a family friendly working approach for all staff to ensure a good work-life balance. It is an environment where family life is promoted and this will be a feature of your annual appraisal. The Trust provides childcare advice and nursery facilities in conjunction with a supportive mentoring and career planning programme.

### **King's Health Partners Academic Health Science Centre (AHSC)**

King's Health Partners is a pioneering collaboration between King's College London, Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. This unique combination brings together one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts.

The driving purpose behind King's Health Partners is to continually seek and bring about swifter and more effective improvements in health and well-being for patients and people everywhere, by combining the best of basic and translational research, clinical excellence and world-class teaching to deliver ground-breaking advances in physical and mental healthcare.

King's Health Partners (KHP) is one of only five Academic Health Science Centres in the UK accredited by the Department of Health. This followed a selection process carried out by a panel of internationally renowned clinicians and researchers. Further information on KHP can be found on its website [www.kingshealthpartners.org](http://www.kingshealthpartners.org)

## **Department Description**

### **Introduction**

The Department of Orthodontics forms part of King's Dental Services, working in partnership with Dental Services at Guy's & St Thomas' and the Dental School of King's College London. The partnership provides services at multiple locations which are principally at King's and Guy's University Dental Hospitals. The orthodontic department is situated over two sites, the Denmark Hill site at King's College Dental Hospital and Queen Mary's Hospital, Sidcup.

The orthodontic service provision forms part of the Trust's Clinical Service in dentistry. In an average year, approximately 2,700 new patients are referred to the department and 15,000 patients attend the department, on an outpatient basis, for treatment. Currently, only those patients who warrant hospital orthodontic care (rated as having an Index of Orthodontic Treatment Need grade 4 or grade 5) are accepted for treatment within the department. Many patients require input from other specialists as part of their care, namely Oral and Maxillofacial Surgery, Restorative and Paediatric Dentistry.

The department is situated on the 1<sup>st</sup> floor of King's College Dental Hospital. It comprises 18 dental chairs in an open clinic and 1 fully equipped enclosed side surgery, for the delivery of dental care. 5 dental chairs on the main clinic are used for undergraduate teaching and learning.

## **Clinical Organisation**

### **Orthodontic Staff**

Mrs M Shahid Noorani.	Clinical Lead 7 PAs (4 Denmark Hill, 2 QMH)
Miss H Tippett	9 PAs
Mr G Mack	8 PAs
Mrs S Patel	7 PAs
Mr S Patel	7 PAs
Miss A Keshtgar	3 PAs KCH, 6 PAs St George's Hospital
Mr J Seehra	2 PAs
Miss E O'Higgins	2 PAs
Mr S Grewal.	5 PAs
Miss R Stephens	7 PAs
Miss G Brown	6 PAs (2 Denmark Hill, 4 Sidcup – QMH site lead)
Mr M Mousavi	Specialist Orthodontist 2 PAs
Mrs R Connor	Specialist Orthodontist 2 PAs
Miss C Burnett	Orthodontic Therapist 10 PAs (8 Denmark Hill, 2 Sidcup)
Miss H Motahari	Orthodontic Therapist 10 PAs
Miss A Phian	Orthodontic Therapist 10 PAs
Miss L Cockerham	Orthodontic Therapist 8 PAs (6 Denmark Hill, 2 Sidcup)

### **Specialist Trainees**

Post-CCST.	1.8 wte (4 part time post-CCST)
Specialty Registrar	7 part time StRs
Postgraduate Trainees (KCL)	4 part time PG's



**Interdisciplinary Clinics held with following:**

**Oral and Maxillofacial Surgery Consultants**

Dr K Fan (Clinical Lead)

Mr J Osher

Ms F Ryba

Mr B Roberston

Mr N Vig

Mr S Mistry

**Restorative Consultants**

Mr A Maglad (Clinical Lead)

Mr A Alani

Miss D Chatzistaviranou

**Consultant Paediatric Dentists**

Miss M Ahluwalia (Clinical Lead)

Miss M Patel

Miss T Gohil

**Oral Surgery Consultants**

Miss C Bryant

**Teaching and Training**

King's College Hospital, as a major teaching hospital, works in partnership with the KCL School of Dentistry to provide the highest possible quality of dental education. The quality of King's graduates supports the performance of the Trust. The mutual interest of the Trust and School in quality dental education is supported by the SIFT contract.

The trainee will be expected to participate in undergraduate teaching. These activities would include the planning and review of teaching, and the assessment of students which could, where properly structured, be undertaken simultaneously with service delivery commitments.

There is a DCP School based at King's College Hospital. The trainee will be expected to participate in the training of orthodontic nurses and therapists.

**Clinical Governance**

The post holder will be expected to contribute and participate in the Department's ongoing clinical audit programme and will carry out all necessary administrative duties associated with the care of their patients.

The post holder has a general duty of care for their own health, safety and well-being and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

To observe the rules, policies, procedures, and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.

To observe and maintain strict confidentiality of personal information relating to patients and staff.

To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.

All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication. You are therefore required to check this regularly and to deal with such communication promptly.

### **Infection Control Statement**

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly always complied with.

### **Summary of Duties**

History taking and treatment planning for new patients prior to and in conjunction with the Consultant Orthodontist.

Treatment of patients, under supervision, with a wide range of malocclusions of varying complexity utilising a range of appliance systems.

Attend and participate in multidisciplinary clinics.

Attend and participate in regular journal club meetings.

Participate in the audit programme and present at departmental audit meetings.

Undertake an active role in research.

Maintain the database of patients under individual care and a personal log book of caseload.

Undertake other administrative duties as required to assist in the smooth running of the departments and provide a high standard of patient care.

### Staff Involved in Training

<b>Royal Surrey Guilford</b>			
Mr Nigel Taylor	Consultant	KH	Clinical Supervisor
Miss Gursharan Minhas	Consultant & Clinical Lead	KH	Educational and Clinical Supervisor
Mr Sukhraj Grewal	Consultant	KH	Clinical Supervisor
Mrs Rosalind Jennings	Consultant	KH	Clinical Supervisor
<b>KCH</b>			
Mrs M Shahid Noorani	Consultant/ Clinical Lead	KCH	Clinical supervisor/ Clinical Lead
Miss H Tippett	Consultant	KCH	Clinical Supervisor
Mr G Mack	Consultant	KCH	Clinical Supervisor
Mrs S Patel	Consultant	KCH	Educational & Clinical Supervisor
Mr S Patel	Consultant	KCH	Educational & Clinical Supervisor
Miss L O'Higgins	Consultant	KCH	Clinical Supervisor
Mr S Grewal	Consultant	KCH	Clinical Supervisor
Miss G Brown	Consultant	KCH	Clinical Supervisor
Mr J Seehra	Consultant	KCH	Clinical Supervisor

### Indicative timetable (The Timetable is subject to change within the SAC guidelines)

	Monday RSCH	Tuesday KCH	Wednesday RSCH (2:4) KCH (2:4)	Thursday KCH	Friday RSCH
AM	Study	Treatment Session (GM)	New Patient (2:4 GM) <i>Treatment(2:4)</i>	OSA Clinic (2:4) Study (2:4)	Cleft MDT 1:8 Orthognathic MDT 2:8 Treatment (GM) 5:8
PM	Treatment (NGT/RJ)	Treatment Session (SP)	<i>Restorative MDT (2:4)</i> <i>Study (2:4)</i>	Treatment Session / Paediatric Oral Surgery Ortho Joint Clinic	Treatment 7:8 (SG) Cleft MDT 1:8

KCH SG: Mr Grewal, GB: Mrs Brown, GM: Mr Mack, SP: Mrs Patel, RS: Miss Stephens, SAP: Mr Patel

RSCH NGT: Mr Taylor, GM: Miss Minhas, SG: Mr Grewal, RJ: Mrs Jennings

**Annual and Study Leave**

Annual and study leave will be pro-rata shared across both Trusts.  
Application for both will be as per departmental policy at each site.



*Health Education England*



*Health Education England*