



A Programme of  
StR Training (pre-CCST)  
In Paediatric Dentistry



**Barts Health**  
NHS Trust



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NHS Trust

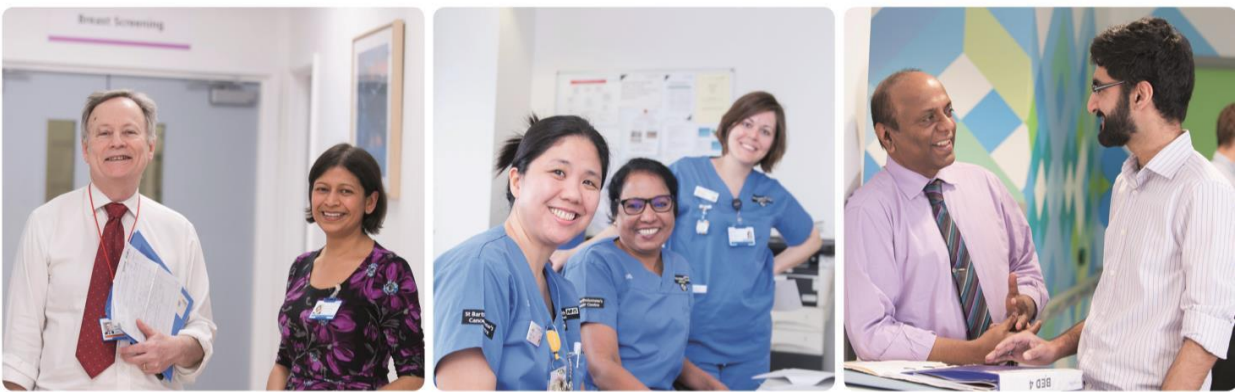


# Hello, we are Barts Health

#TeamBartsHealth

[bartshhealth.nhs.uk](http://bartshhealth.nhs.uk)

## Recruitment information pack



**weCare about our ambition for excellence**











Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> WELCOMING 	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> ENGAGING 	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> COLLABORATIVE 	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> ACCOUNTABLE 	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> RESPECTFUL 	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> EQUITABLE 	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Context

Barts Health NHS Trust is one of Britain's leading healthcare providers and the largest trust in the NHS. It was created on 1 April 2012 by bringing together three trusts: Barts and The London NHS Trust, Newham University Hospital NHS Trust and Whipps Cross University Hospital NHS Trust. The new trust has a turnover of approximately £1.1 billion and approximately 15,000 employees.

Together, our hospitals - Newham University Hospital in Plaistow, St Bartholomew's (Barts) in the City, The Royal London in Whitechapel, The London Chest in Bethnal Green and Whipps Cross University Hospital in Leytonstone - deliver high quality clinical care to the people of east London and further afield.

The hospitals offer a full portfolio of services that serve the needs of the local community, and are home to some of Britain's leading specialist centres including cardiac, trauma and emergency care. Barts Health also has one of the UK's busiest children's hospitals and internationally renowned surgical facilities.

Our vision is to create a world-class health organisation that builds on strong relations with our partners and the communities we serve – one dedicated to ending the historic health inequalities in east London. We will build an international reputation for excellence in patient care, research and education, and as members of UCL Partners, the largest academic health sciences system in the world, we will ensure that our patients are some of the first in the country to benefit from the latest drugs and treatments.

We are looking for the best talent to lead our ambitious new healthcare organisation. In return, the Barts Health will provide unsurpassed professional development opportunities, enabling investment in a range of new initiatives that would mean:

- doctors and nurses in training will be able to gain experience in different hospitals along the whole patient pathway;
- there would be greater opportunity for career progression – we could retain good staff who might otherwise leave to gain promotion;
- becoming world-class will enable us to recruit some of the best doctors and researchers in the world – who can share their knowledge and experience;
- success breeds success. An organisation that is recognised as a world-leader will find it easier to recruit more staff, meaning we can work to reduce the number of persistent vacancies;
- joining forces with other partners in an Academic Health Science System means that staff would be better able to secure funds and pool their talents to develop new technology, techniques and treatments.



## Job description

<b>Job title:</b>	<i>Pre CCST Specialist Registrar in Paediatric Dentistry 3 years</i>
<b>Clinical academic group:</b>	<i>Surgery</i>
<b>Salary band:</b>	<i>Specialist Registrar</i>
<b>Responsible to:</b>	<i>Consultants in Paediatric Dentistry</i>
<b>Accountable to:</b>	<i>Dental Clinical Director and Clinical Lead</i>
<b>Hours per week:</b>	<i>Full time (10 PAs per week)</i>
<b>Location:</b>	<i>Paediatric Dentistry Department, The Royal London Hospital, Whitechapel with opportunities to work in CDS clinics and University outreach clinics.</i>

## Aim of the role

This is a full-time position with a 3 year fixed-term contract to provide paediatric dental care to patients (hands-on treatment) attending the Department.

## Key result areas

To actively participate in the delivery of Paediatric Dentistry and support the team wherever possible.

## Eligibility

The candidate must be eligible for full registration with the GDC with BDS or equivalent.

## Description of the Post

This post has been recognised for accreditation training by Health Education England in Paediatric Dentistry.

The trainee will be expected to develop diagnostic, treatment planning, and clinical skills for the management of the child patient. The trainee should broaden his/her knowledge and skills in the dental management of children with complex medical and dental needs and special care needs.

In addition to personal patient treatment of more complex cases it will also include attendance at joint dental multidisciplinary clinics and involvement in undergraduate teaching.

On completion of the training programme and satisfactory structured assessments throughout the programme, the trainee should sit the tri-collegiate RCS MPaed Dent examination. The post holder will be expected to participate fully as a member of the Paediatric Dentistry team providing the clinical services outlined.



Training would be based in The Royal London Hospital site and associated Community Dental Clinics. Funding will be provided by the Health Education England



## **Main duties and responsibilities**

### **Responsibility for Patients:**

- To provide paediatric dental treatment and care for patients, to a high standard in the respective Departments, under the direction and guidance of the Specialists and Consultants in Paediatric Dentistry.
- To participate in the audit of patient services and to assist the departments in the direction and management of patient services.
- To undertake other duties from time-to-time at the discretion of the Consultants and CDS Lead.
- To support Junior Dentists caring for patients and assisting in day-to-day running of the paediatric dental service.

### **Duties of the Post**

- Treatment of children with complex medical or dental needs on an outpatient basis
- Treatment of anxious children including the use of Relative Analgesia and Intravenous Sedation.
- Treatment of patients under general anaesthesia in the theatre of the Day Stay Unit.
- Treatment and treatment planning patients in the Dental Trauma Clinic, Hypodontia Clinic and Joint Orthodontic Paediatric clinic.
- Involvement in Undergraduate teaching/training
- Administration assigned by the Clinical Lead in relation to the running of the Department and GA lists.

### **Responsibility for Resources:**

- To use resources at their disposal with due regard to care, safety and appropriateness.

### **Responsibility for Administration:**

- To use the local patient / department / audit and resource management.
- To dictate letters and reports required in the delivery of patient care.
- To keep comprehensive and contemporaneous records as directed by the Trust.





## Training components

### **Clinical Training:**

*Consultant Clinics (Paediatric Dentistry)*  
*Dental Trauma Clinics*  
*Joint Restorative/Paediatric Dentistry/Orthodontic Clinics*  
*Inhalation and Intravenous Sedation Clinics*  
*Theatre: Day Stay Theatre*

### **Clinical Experience:**

*Routine Patient Treatment*  
*Patients with Special Needs*  
*Patients under sedation and GA*  
*Domiciliary visits*

### **Management Training:**

*Health & Safety Issues*  
*Clinical Audit*  
*Clinical Governance*  
*Communication Skills*  
*I.T. Skills*

### **Administration & Management:**

*Health Education and Promotion*  
*Epidemiology, Survey Designs*  
*Screening for Dental Disease*  
*Dental Public Health Initiatives*  
*Clinical Governance*  
*Clinical Risk Management*  
*Human Resources: Complaints Procedures*  
*Sedation & General Anaesthetic Services*  
*Treatment for Children in Special Schools*  
*Screening and fluoridation programmes for Children in Special Care Schools*  
*Management of Theatre Lists*

## Assessment & Appraisal

The training programme and the trainees will be subject to regular assessment through the ARCP process. An informal appraisal process will be implemented, whereby the trainers and trainee will provide each other with regular feedback with respect to progress. Towards the completion of training the trainee will be expected to pass the RCS Tri-Collegiate Membership Examination in Paediatric Dentistry or equivalent.

The job description 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.



## **Funding**

Funding will be provided by the Health Education England.

## **Clinical Audit**

Barts Health NHS Trust has a Clinical Effectiveness Unit department which is actively co-ordinating developments in this field. The new appointee is expected to lead and participate fully in the dental audit arrangements and quality improvement projects within the departments and of the Trust

## **Study, Training and Teaching**

Study leave is available and provided for by HEE.

The Library is located in the basement of the Dental Hospital in the Education Academy.

There will be opportunities to be involved in the teaching of undergraduate students.

## **Salary and Conditions of Service**

The Post is subject to the Terms and Conditions of Service of Hospital Medical & Dental Staff (England & Wales), to the General Whitley Council Conditions of Service and also to the National Health Service Pension Regulations.

Due to the nature of the work in this Post, it is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975).

Applicants are therefore not entitled to withhold information about convictions, including those which, for other purposes are “spent” under the provisions Act. Failure to disclose such information may result in dismissal or disciplinary action.

## **Hours of Work**

This is a full time post where the hours will be 8:30am to 5:30pm with occasional duties outside these times. This may be subject to further review. Barts Health NHS Trust reserves the right to change the parameters of the standard working week, the number of hours additional duty you are required to undertake and the area in which you are required to undertake it, in the light of the requirements of the Service. Barts Health NHS Trust will endeavour to give as much advance notice as possible of such change. In the event of a change in the number of additional duty hours you are required to undertake your pay will be adjusted appropriately.



# Indicative Job Plan

*Clinical Timetables: An indicative timetable is included and may be subject to change.*

**Year 1**

		Mon	Tues	Wed	Thurs	Fri
AM	Activity	Trauma Clinic 1:4 Hypodontia Clinic 1:4 Admin 1:2	Admin	GA Theatre	Admin 3:4 Ortho/ Peads 1:4	Consultant Clinic
	<b>Code</b>	<b>DCC/A</b>	<b>DCC</b>	<b>DCC</b>	<b>DCC/A</b>	<b>DCC</b>
	Supervisor	Fong/Wong	Fong/ Patel	Patel	Shah	Shah
PM	Activity	Treatment clinic RA Sedation	Treatment clinic	Admin	Research 3:4 StR Teaching 1:4	Treatment Clinic
	<b>Code</b>	<b>DCC</b>	<b>DCC</b>	<b>A</b>	<b>R</b>	<b>DCC</b>
	Supervisor	Fong	Fong	Shah	Davies	Shah/Davies
	Site	RLH	RLH	RLH	RLH	RLH



**Years 2 & 3**

		Mon.	Tues.	Wed.	Thurs.	Fri.
AM	Activity	Trauma Clinic 1:4 UG teaching Clinic 1:4 Admin 1:2	Consultant Clinic 3:4 Admin 1:4	Treatment Clinic 3:4 Hypodontia 1:4	Consultant Clinic 1:2 IHS Treatment Clinic 1:2	Theatre
	<b>Code</b>	<b>DCC/A</b>	<b>DCC/A</b>	<b>DCC</b>	<b>DCC</b>	<b>DCC</b>
	Supervisor	Fong/QMUL	Patel	Shah	Fong/Shah/ Davies	Davies
PM	Activity	Treatment Clinic 3:4 UG Teaching Clinic 1:4	Admin	Theatre 1:2 Admin 1:2	Research 3:4 StR Teaching 1:4	Treatment Clinic
	<b>Code</b>	<b>DCC</b>	<b>A</b>	<b>DCC/A</b>	<b>R</b>	<b>DCC</b>
	Supervisor	Fong/QMUL	Fong	Patel	Davies	Davies/ Shah
Site		RLH/SLG	RLH	RLH	RLH	RLH





## Department of Paediatric Dentistry

The Department of Paediatric Dentistry is situated in the Dental Institute of The Royal London Hospital on Turner Street. There are excellent transport links to the site and it is 3 minutes walk from Whitechapel tube station.

The new dental hospital opened in April 2014. The brand new clinical facilities within the department include 16 dental units: 3 of which are dedicated Paediatric Dentistry side surgeries; and 4 of which are for inhalation sedation. There are dental microscopes available. The Orthodontic Department also has 16 dental units in the same clinical area which facilitates a very close working relationship between the two specialties.

The department has appropriate secretarial and laboratory support. Extensive research facilities exist at The Royal London Hospital and QMUL Mile End Campus. Research is actively encouraged within the department and in conjunction with other departments of the hospital and college, where there is a wide range of research activity.

The Department covers all aspects of Paediatric Dentistry. Routine dental care is carried out, along with the care of children with special needs including those with medical problems, learning difficulties or physical disabilities and those children whose special needs are not catered for within the community e.g. blood dyscrasias and cleft palate. The initial and long term treatment of dental injuries and dental anomalies is undertaken.

Our outpatient treatment is carried out in the Dental institute whilst theatre sessions are conducted in the Children's Hospital on the 6<sup>th</sup> floor of the Royal London Hospital.

The department receives Paediatric Dental referrals from general dental practitioners; community dental officers; general medical practitioners; dental specialists, including those in paediatric and restorative dentistry and orthodontics; and a variety of paediatric medical specialties at the Barts Health Children's Hospital and other hospitals.



## STAFF

### Department of Paediatric Dentistry

<b>Consultant /Joint Clinical lead Consultants</b>	Mrs S Shah (p/t) Ms F Fong (p/t) Mr K Patel (p/t)
<b>Professor/Hon Consultant Reader/Hon Consultant/ Joint Clinical Lead</b>	Prof F Wong (p/t) Dr J Davies(p/t)
<b>Post CCST Registrars</b>	Y Yosefi K Lau
<b>Specialist Registrars</b>	S Mamdani (split CDS post) C Chang (split CDS post) KJ Hurry (ACF StR)
<b>Specialty Dentists</b>	Claire Rogers (p/t) Claudia Batista
<b>DCTs</b>	2
<b>Clinical Fellows</b>	4
<b>Dental Therapists</b>	1.75
<b>Dental Nurses</b>	8



## Centre for Oral Bioengineering

*The specialist Registrar will also benefit from contact with the QM University Staff in Paediatric Dentistry*

### Professors

Prof F Wong  
Prof H Liversidge  
Prof R Hill

### Readers/Hon Consultants

Dr J Davies P/T  
M Chaudhury F/T (split CDS post)

### Senior Lecturers

K Almkhtar  
A Giwa  
C Lewis  
S Younas



## Effort, skills and working conditions

<b>Physical skills</b>	Good manual dexterity and hand eye co-ordination is essential
<b>Mental effort</b>	To be capable of working under pressure
<b>Emotional effort</b>	To be capable of managing stressful inter-personal situations
<b>Working conditions</b>	Due care and attention to detail and the management of some hazardous and sharp materials is required and an expectation of the nature of Paediatric Dental Service delivery.

## Personal development and training

Barts Health NHS Trust actively encourages development within the work-force and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

## Health and safety at work

The post-holder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) 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 IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## Confidentiality and data protection

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998.

All employees of Barts Health must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act also renders an individual liable for prosecution in the event of unauthorised disclosure of information.





For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

## **Conflict of interest**

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

## **Equality and diversity**

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

## **Barts Health value-based leadership**

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value-based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours, which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high quality health care.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.
10. We will provide and support the leadership to achieve these pledges.



Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.

**Further information regarding the post is available from:**

Dr Sarah Shah/Dr Janet Davies  
Joint Clinical Leads in Paediatric Dentistry  
Dental Hospital  
Turner Street  
Whitechapel  
E1 1BB  
Telephone No: 0203 5942008/0203 5942007  
Email: Sarah.shah6@nhs.net/Janet.davies@qmul.ac.uk

