

Orthodontic Training Programme Job Description

Post Details

HEE Office:	Health Education Team, London and Kent, Surrey and Sussex
Job Title:	St1 Orthodontics
Person Specification:	NRO to complete
Hours of work & nature of Contract:	Full time 3 year post
Main training site:	St.Richards Hospital, Chichester (Western Sussex Hospital NHS Trust)
Other training site(s):	

Organisational Arrangements

Training Programme Director (TPD):	Golfam Khoshkhounejad
TPD contact details:	Golfam Khoshkhounejad Consultant Orthodontist Guy's and St Thomas' NHS Trust Guy's Hospital London SE1

University:							
Degree awarded:							
Time commitment:							
University base fee 2020/21:	University fees: 2020/21 https://www.ucl.ac.uk/students/fees-and-funding/pay-your-fees/fee-schedules/2020-2021/postgraduate-taught-fees-2020-2021 https://www.ucl.ac.uk/students/fees-and-funding/pay-your-fees/fee-schedules/2020-2021/postgraduate-affiliate-fees-2020-2021	What will I pay in 1st year?		What will I pay in 2nd year?		What will I pay in 3rd year?	

Bench fees							
2018/17:							

Training Details

(Description of post)

Maximum of 300 words

The post is based at St. Richard’s Hospital, Chichester on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays. The post is full-time, and includes diagnostic clinics and seminars, in addition to supervised practical treatment of patients teaching the basic principles of the theoretical and practical aspects of orthodontics. A full range of orthodontic techniques are undertaken. Fixed removable and functional appliances are taught. A full range of orthodontic malocclusions are covered including hypodontia, ectopic teeth and well as crowding and skeletal discrepancy.

Duties and Responsibilities of postholder

This is a full time Specialty Registrar in Orthodontics. The normal period of this Specialty Registrar post will be three years of consecutive training.

The post holder is responsible to the Consultant Orthodontists for clinical decisions; accountable to the Lead Clinician, MFU, St Richard’s Hospital and Operational Services Manager for Head and Neck Services at Western Sussex Hospitals NHS Foundation Trust for managerial decisions.

ST training will involve development of diagnosis and management of a range of orthodontic skills, including complex cases requiring multi-disciplinary input. The Post holder will be expected to attend all timetabled clinics on a regular basis throughout their training. The appointee should expect to carry out such clinical tasks as may be assigned to him/her by the Senior Staff. These include assisting at out-patient clinics and treatment sessions, primarily in the provision of Orthodontic treatment. Each ST will have a personal caseload but also have a responsibility for the running of the orthodontic department as a whole. 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 three year period. This will include Direct Observation Procedures (DOPS), Case Based Discussions (CBD) and Multi Source Feedback (MSF) during the training period.

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Health and safety is the responsibility of all staff and the postholder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health and Safety Policy in order that it can fulfil its Health and Safety responsibilities.

Employees of the Trust have a responsibility at all times to ensure the well being and safety of children under the care of the organisation and to comply with the Trust's policies and procedures in this respect.

It is mandatory to attend hospital induction programmes and sessions specific to each clinical area at the start of the post.

The postholder should ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The Data

Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.

The Trust is responsible for ensuring that the service provided for patients in its care meet 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 and friends . The Trust's Standing Orders require any officer to declare any interest, direct or indirect, with contracts involving the Trust. Staff members are not allowed to further their private interests in the course of their NHS duties.

The Trust has adopted an equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

The post will be offered subject to the following:

Three satisfactory references of which one must be from the most recent employer

Current GMC/GDC registration with licence to practice

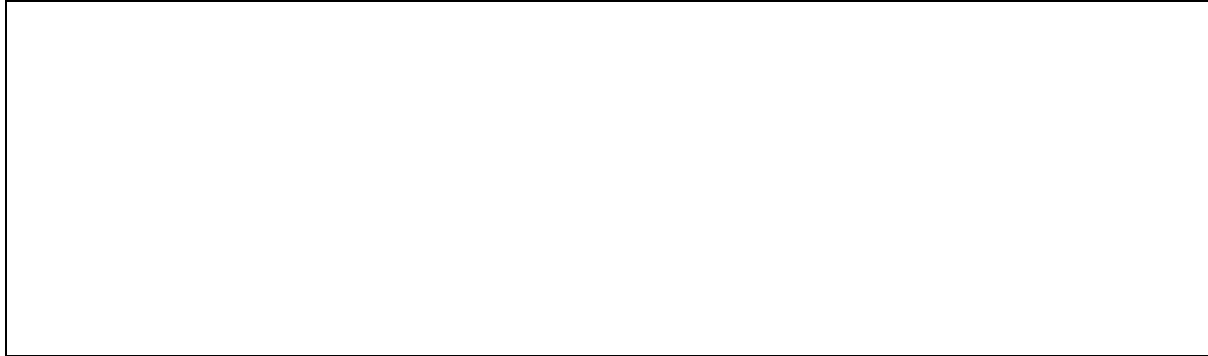
Evidence of the right to take paid employment in the UK

Occupational Health clearance including medical examination if required

Fulfil on-call commitments as per rota

Enhanced Criminal Records Bureau disclosure clearance.

Maximum of 300 words



Description of main training site

Maximum of 500 words

ST. RICHARD'S HOSPITAL, CHICHESTER & WORTHING HOSPITAL

Hospital Orthodontic Consultants

Miss Jo Clark

Miss Rosamunde Walker

Mr James Grant

Department Facilities

The orthodontic department forms part of the Maxillofacial Unit (MFU) and is located in the out-patients building on the ground floor, adjacent to the main x-ray department. There are 3 dental surgeries used by the orthodontic team, each appropriately equipped. The Specialty Registrar will have access to a wide-range of high-quality orthodontic appliance systems, and will be supported by experienced dental nurses.

There are good technical facilities comprising an on-site laboratory, and experienced orthodontic technicians.

Departmental records for those undergoing active treatment are electronic. There are separate areas for storage of models.

The secretarial offices are housed adjacent to the main clinical area. Other staff offices include facilities for all senior staff and communal office space for trainees. Computer, printing and photocopying equipment is available together with relevant equipment for digitisation, cephalometric analysis and computerised orthognathic planning.

The Work of the Department

The Specialty Registrar will be supported on a well-structured training programme incorporating chair side clinical teaching, seminars, tutorials and technical demonstrations.

Patients are referred to the Orthodontic Unit from various sources, a large proportion of those referred being from specialist practitioners and an increasing number requiring a multidisciplinary approach. The Unit has set criteria for acceptance of patients including the most difficult cases and those deemed to be of value for teaching purposes.

New patient clinics are held weekly and they provide excellent opportunities for the teaching of diagnostic and treatment planning skills. A variety of multidisciplinary clinics are held and these give trainees access to some of the more complex clinical problems.

All staff members are actively encouraged to participate in audit and the unit operates an excellent process of appraisal, performance review and Workplace based Assessment in order to cater for the needs of all trainees.

Description of second training site

Description of third training site *(if applicable)*

Maximum of 500 words

Staff involved in training:

Name	Job Title	Site	Role
See above			

Indicative timetable (details are subject to change)

Week 1

	Mon	Tue	Wed	Thu	Fri
AM	Clinic (New patient Y1)	Clinic (new patient Y2)	Clinic (new patient Y3)	Clinic (orthognathic MDT/Ortho Restorative clinic)	
PM	Clinic	Admin/Personal study	Clinic	Admin/Personal Study	

Week 2 (if applicable)

	Mon	Tue	Wed	Thu	Fri
AM					
PM					

Terms and Conditions

General

Maximum of 200 words Both St Richard's Hospital and Worthing Hospital have a long tradition of high quality postgraduate education.

There is an excellent and active Medical Education Centre supported by a comprehensive library with full facilities for on-line computer searching of research literature. A wide variety of courses, tutorials and seminars with local and visiting speakers are organised by the Director of Medical Education, for clinical staff of all disciplines. All grades of medical staff are able to meet at lunch facilities within the centre.

St Richard's Hospital is recognised for undergraduate teaching by the Universities of London, Southampton and Brighton. A large number of undergraduate medical students are placed in Chichester each year and are accommodated in the Medical Student Centre within purpose built residential accommodation.

Following the intensive, full-time introductory programme, the academic components will generally take place on Fridays in order to include graduates who attend the Eastman for their academic teaching only and undertake clinical work at other hospitals ("academic-only" graduates). Exceptions to this will be for the Clinical Sciences and Research Module which are on other days of the week. Academic-only graduates should be away from their base units only by prior arrangement with training Consultants. Diagnostic teaching clinics and journal clubs are for Eastman-based graduates, since it is anticipated that this form of teaching will be provided for academic-only graduates through their base unit.

For graduates to be signed up to take their final examinations, a minimum attendance of 80% of the programme is required. In order to ensure that this is achieved, a record of attendance will be kept.

Clinical Governance, and other duties and obligations

All staff are expected to contribute to the development of governance in its widest sense.

The new post-holders will have an overriding duty of care to patients, and are expected to comply with best practice standards and Trust policies for patient and personal safety. This includes in particular a requirement for compliance with Trust policies on hand hygiene, IV line insertion, taking blood cultures, and other policies for the prevention of healthcare-associated infection (HCAI).

Terms and Conditions of Employment

The Workforce Directorate is responsible for ensuring that the Trust complies with its legal obligation, which includes any prohibition on offering an appointment, and with any requirements stipulated by regulatory bodies. It is essential that staff and patients are confident that every worker has been checked to ensure the Trust has confirmed his/her:

- Identity

- Criminal record (where applicable)
- Essential qualifications
- Professional registration
- References
- Occupational health clearance
- Eligibility to work in the UK (work permit/visa)

Clinical Governance

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit. The post-holder will also be responsible for maintaining satisfactory patient notes and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the Data Protection Act.

Confidentiality

All employees and honorary appointees are required to exercise discretion and maintain confidentiality at all times.

Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

Criminal Record

In view of the nature of the work this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption order 1975). Applicants therefore must disclose information regarding convictions including those which for other purposes are "spent" under the provisions of the Act. You are, therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act and any cautions. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

The Trust will check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss what effect any conviction you have might have on your application, in confidence, for advice, please contact a Senior Officer in the Workforce Team.

Data Protection

In accordance with the Data Protection Act (1998), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purpose. It is further authorised to disclose data only to authorised organisations as instructed.

Equality and Diversity

To comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Hepatitis B

All employees who perform "exposure prone procedures" should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. If successful in being appointed to a post, all employees MUST report to the Occupational Health Department within two weeks of starting in post. Failure to comply with this, or the new regulations pertaining to Hepatitis B, may result in an employee being suspended from duty. For further information, either contact the HR Department or the Occupational Health Department. All matters discussed will remain confidential.

Insurance Policy

The trust accepts no responsibility for damage to or loss of personal property with the exception of small valuables handed to their officials for safe custody. Staff are therefore recommended to take out an insurance policy to cover personal property.

Ionising Radiation Use

Under the Ionising Radiation (Medical Exposure) Regulations 2000 the Trust is obliged to maintain a register of all persons entitled to act as "Practitioners" or "Operators" (i.e. to justify or to carry out a medical exposure) and to keep records of their training.

If your post includes the responsibilities of either "Practitioner" or "Operator" as defined by these regulations you must provide the Trust with evidence of training. This should include evidence of completion of an approved training course plus details of practical experience.

Please note that if, during the course of your duties, you refer a person for a medical exposure you are obliged to provide sufficient relevant clinical information to the

Practitioner to justify the use of Ionising radiation. You are expected to follow any guidelines for such referrals, which the Trust provides.

No Smoking

UCLH operates a “No Smoking Policy” which does not allow smoking at work, in trust buildings, entrances or grounds. Smoking is a Health and Safety issue, and all staff have a responsibility to ensure that smoking does not occur in public areas or entrances and to be aware of, not only health risks, but also the risks of unnecessary fire alarm activation. The Trust has a comprehensive staff support programme for staff who wish to give up smoking. For more information, contact the stop smoking services Manager.

Staff Involvement

The Trust is committed to involving staff at all levels to improve patient services and working lives. The Trust continually strives to improve internal communication systems and encourage staff involvement in organisational and service developments – including business planning – to enable staff to influence discussions which affect them and their working conditions.

NHS Pension scheme

The post-holder will be entitled to join or remain in the NHS Superannuation Scheme, which provides:

- A pension and a tax free lump sum on retirement
- Life assurance cover
- Voluntary early retirement benefits
- Ill-health retirement benefits
- Redundancy benefits
- Family benefits
- Options to increase benefits

All pension benefits are based on salary and length of membership of the Scheme. Contribution rates for members vary according to their level of pensionable pay.

Study Leave

Maximum of 200 words

Will be allocated as 30 days per year but this will include some of the taught and timetabled sessions during the week. Attendance at courses that are outside timetabled activities (conferences and outside courses) will be at the discretion of the TPD/AES/Clinical Lead.

Additionally, study leave formally requested in advance may be granted for attendance at approved courses or conferences, where an educational need can be demonstrated.

Annual Leave

Maximum 200 words

Annual leave entitlements are in line with national terms and conditions of service. A Specialty Registrar would be entitled to 27 or 32 days each year. It is advised that leave normally be taken during the months of July, August and September or during Christmas or Easter weeks. This avoids taking time out of the teaching programme.

Leave applications should be submitted to the Clinical Lead for approval with a minimum of 6 weeks' notice.

Other information

Maximum of 500 words