

Job Description

Post Details

HEE Office:	London
Job Title:	Specialty Trainee in Orthodontics ST1
Person Specification:	NRO to complete
Hours of work & nature of Contract:	Full time Fixed Term Training Appointment
Main training site:	Eastman Dental Hospital
Other training site(s):	

Organisational Arrangements

Training Programme Director (TPD):	Golfam Khoshkhounejad
TPD contact details:	Golfam Khoshkhounejad Consultant Orthodontist Department of Orthodontics Floor 25, Guy's Tower Wing Great Maze Pond, London, SE 19RT Email: Golfam.khoshkhounejad@gstt.nhs.uk

Training Details

(Description of post)

The programme is full-time, and includes lectures, demonstrations, 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. In years 1 & 2 there will be 5 personal treatment sessions and approximately one diagnostic clinic per week for each group in term time. In year 3 the trainees have the opportunity to attend MDT clinics in Hypodontia, Orthognathic Surgery, Orthodontics/Paediatic dentistry. The format of the teaching seminars varies. For essays, graduates will be given an unseen title on the topic. The 'ideal answer' will then be discussed in the seminar that follows. For pre-arranged Q&A sessions graduates will be expected to read relevant papers/references in advance of the seminar and then consider those areas where there are still questions. Journal clubs are run regularly and are based on a short PowerPoint presentations about the subject area. The paper will then be

appraised by the group with targeted critical appraisal questions as a teaching and learning tool during the club and can formulate critical appraisal/statistical methods notes.

Duties and Responsibilities of postholder

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), Clinical Evaluation Exercise (CEX) and Multi Source Feedback (MSF) during the training period.

**Description of main training site**

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population. It has played a leading role in the reform of the NHS, and in 2004, was one of the first NHS trusts to achieve Foundation Trust status. UCLH provides academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

The state-of-the-art University College Hospital (UCLH), which opened in 2005, is the focal point of the Trust alongside the following specialist hospitals:

- [University College Hospital \(incorporating the Elizabeth Garrett Anderson Wing\)](#)
- [University College Hospital Macmillan Cancer Centre](#)
- [Royal National Throat, Nose and Ear Hospital](#)

- [Royal London Hospital for Integrated Medicine](#)
- [Hospital for Tropical Diseases](#)
- [National Hospital for Neurology and Neurosurgery](#)
- [Heart Hospital](#)
- [Eastman Dental Hospital](#)

In 2008, a new academic health science partnership – known as UCL Partners – was formed, supporting over 3,500 scientists, senior researchers and consultants, with a combined annual turnover of around £2 billion. UCLP comprises five of London’s biggest and best known hospitals and research centres: UCL (University College London), Great Ormond Street Hospital for Children NHS Trust (GOSH), Moorfields Eye Hospital NHS Foundation Trust, the Royal Free London NHS Foundation Trust and University College London Hospitals NHS Foundation Trust. UCLH provides high quality accident and emergency, general medical and general surgical services to the people who live, work and visit north central London. In addition, the hospital group is home to many specialist services, which attract patients from all over the UK. The Foundation Trust has a combined staff of over 7,000. Every year we treat close to 60,000 patients in hospital, either as inpatients or day cases. We also see nearly 500,000 outpatients per year.

The Clinical Board for Specialist Hospitals was established 1 April 2001. It comprises the following directorates:

- The National Hospital for Neurology & Neurosurgery
- The Eastman Dental Hospital including Oral and Maxillofacial Surgery
- The Royal London Homeopathic Hospital
- Women’s Health including Elizabeth Garrett Anderson & the Obstetric Hospital
- Paediatric & Adolescent Services

The Board is the largest in the Trust with over 2,000 staff. It provides specialist services to patients all over the country as well as general services to the local population.

The Eastman Dental Hospital

The Eastman Directorate lies within the Specialist Hospitals Board of UCLH. The activities of the Directorate include outpatient care, inpatient care as well multidisciplinary and interface clinics within the Directorate as well as the Trust and other providers. Services delivered by the Eastman Dental Hospital are based at Royal National ENT and Eastman Dental Hospitals 47-49 Huntley Street, London, WC1E 6DG. This new facility is a world-leading centre for the diagnosis and treatment of conditions affecting the ear, nose, throat and mouth including dental, hearing,

speech and balance services. Situated on the site of the former UCL Students' Union building and the Royal Ear Hospital, the centre is at the heart of the University College Hospital campus.

Last year approximately 80,000 patients were seen as outpatients in the Eastman Directorate. The Eastman Directorates vision is to deliver a world class oral health service with patient care forming the core of its education and research activities. The hospital also incorporates the School of Dental Hygiene and Dental Therapy, the School of Dental Nursing and is dedicated to high quality training for all members of the dental team.

The department of Orthodontics has a first class reputation for its patient care, teaching and research activities both nationally and internationally. The department provides advice and treatment, often of an advanced nature, for patients referred by general dental practitioners, specialist practitioners and other departments within the Eastman and other hospitals. The department fosters a close and integrated working relationship with the other departments, thus facilitating patient care to its optimum standards. The Orthodontic Department has close links with several hospitals including Croydon University Hospital, Kingston Hospital, Royal Surrey County Hospital, Watford General Hospital, Chichester Hospital, Kettering Hospital, The John Radcliffe Hospital and Great Ormond Street Hospital for Children.

All aspects of Orthodontic care are provided and the special interests of the department include management of patients with complex malocclusions, particularly those requiring multidisciplinary care. The following multidisciplinary clinics are held: Craniofacial, Hypodontia, Orthodontic-Paediatric Dentistry, Orthodontic-Periodontal, Orthodontic-Restorative and Orthognathic.

The clinical activity in the department is supported by a full complement of nurses, reception staff and secretaries. There are approximately 25,000 patient attendances annually. Regular departmental meetings are held and the department has a focus on using audit to improve quality and patient care.

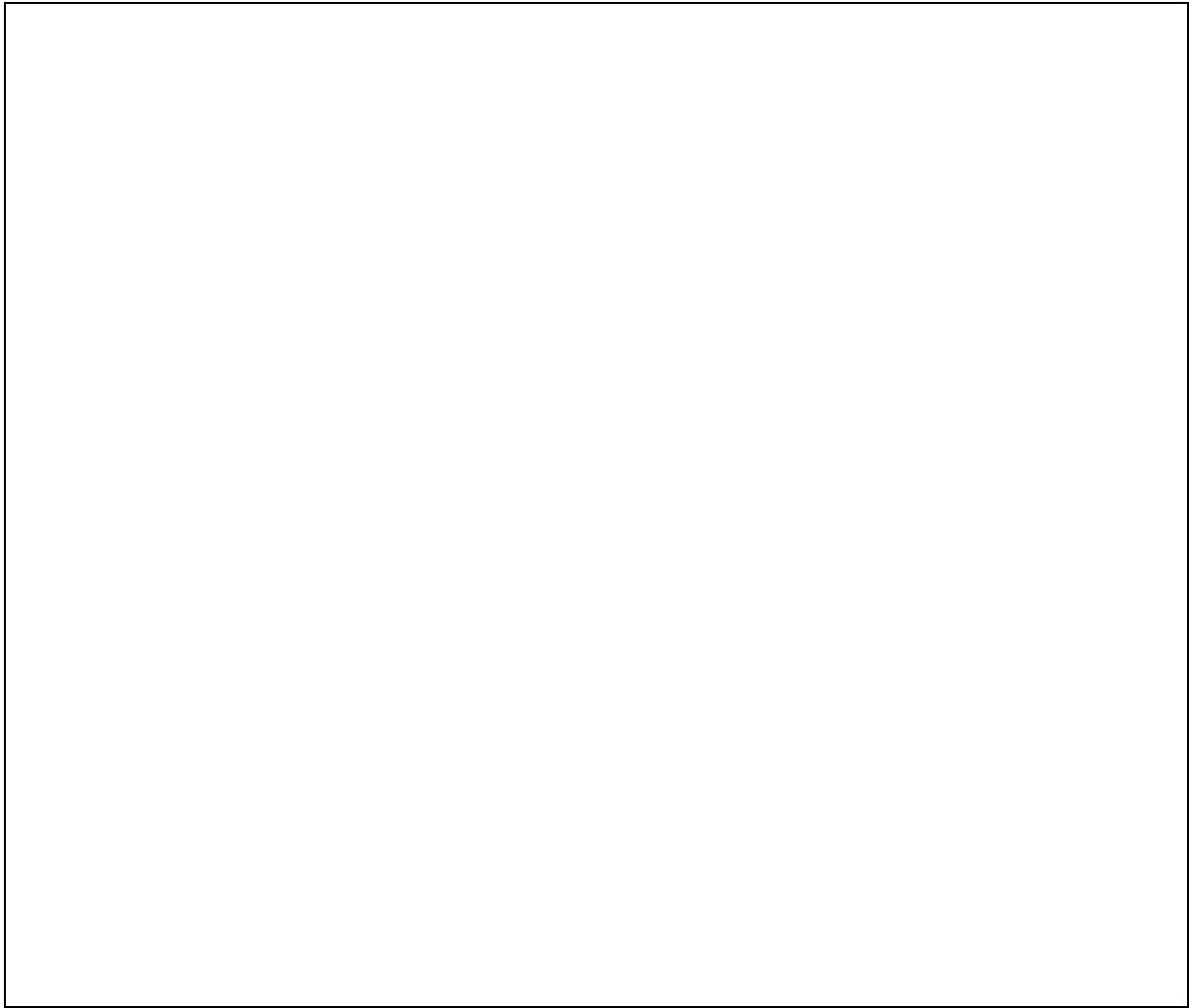
The Orthodontic Department actively collaborates with other specialties within the Eastman Dental Hospital and Institute, in particular with Prosthodontics, Oral and Maxillofacial Surgery, and Paediatric Dentistry.

Description of second training site

Maximum of 500 words

Description of third training site *(if applicable)*

Maximum of 500 words



Staff involved in training:

Name	Job Title	Site	Role
Hospital Staff			
Miss P Acharya	Consultant	EDH	
Miss R Bharmal	Consultant	EDH	
Miss M Cedro	Consultant	EDH	
Miss J Collins	Consultant	EDH	
Miss S Hodges	Consultant & Clinical Lead	EDH	
Mr H Moseley	Consultant	EDH	
Mr J Noar	Consultant	EDH	
Ms K Parker	Consultant	EDH	
Dr F Ryan	Consultant	EDH	
Ms R Shah	Consultant	EDH	
Mr C Clayton	Consultant	EDH	
Ms E Watt	Consultant	EDH	
Dr J Shute	Consultant Liaison Psychiatrist	EDH	
Ms J Eden	Hospital Practitioner	EDH	
Ms S Javaid	Hospital Practitioner	EDH	
Ms R Bilimoria	Hospital Practitioner	EDH	

Academic Staff			
Prof S Cunningham	Hon Consultant & Academic Programme Director	EDH	
Mr R Smyth	Hon Consultant & Clinical Lecturer	EDH	
Postgraduates and other trainees			
8 Post CCST's		EDH	
15 ST's		EDH	

Indicative timetable (details are subject to change)

Provisional Timetable

Years 1 & 2:

	AM	PM
Monday	Diagnostic Clinic Or Admin/Study	Patient Treatment

Tuesday	Diagnostic Clinic <i>Or</i> Admin/study	Patient Treatment
Wednesday	Patient Treatment	Diagnostic Clinic <i>Or</i> Admin/study
Thursday	Patient Treatment	Admin/study
Friday	Teaching Session Patient Treatment	Patient Treatment Academic Teaching Session

This job description and timetable is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

Terms and Conditions**General**

The programme is full-time and the Hospital work is from 8:30-17:15 Monday to Friday and trainees are expected to be on the premises between these hours.

Following the intensive, full-time introductory programme, the teaching components will generally take place on Fridays in order to include trainees who attend the Eastman for their teaching only and undertake clinical work at other hospitals. Diagnostic teaching clinics and journal clubs are for Eastman-based trainees only.

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

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.

Annual Leave

Annual leave will be granted up to a maximum of 28 days each year but in the first two years this should normally be taken during the months of August and September or during Christmas or Easter weeks. Annual leave applications should be submitted to the Clinical Lead (Miss Hodges). Additionally, study leave formally requested in advance may be granted for attendance at approved conferences.

Other information

Whilst every effort is made to provide the teacher(s) advertised and the programme content as presented, this can not be guaranteed these under all circumstances. Furthermore, the teaching offered may represent the views of the teacher alone, and must not be construed as necessarily representing the views of the Eastman Dental Institute or University College London. The programme content should not be given or copied to anyone.

The Eastman Dental Institute undertakes to provide the teaching necessary to support your chosen programme of study. It may be necessary for this to happen outside the standard 8:45 to 17:15 period (for example, early mornings, evenings and weekends). However, we will endeavour to ensure that wherever possible, adequate prior notice will be given.

The Staff Psychological and Welfare Service comprises of a team of psychologists, counsellors, and a legally trained welfare adviser. This confidential service is here to support staff with their mental wellbeing, emotional and practical needs in order to keep psychologically healthy at work.

Services provided include:

An independent and confidential Guardian Service is available to UCLH staff to discuss matters relating to patient care and safety, whistleblowing, bullying and harassment, and work grievances.

The Employee Relations team are a group of specialist HR professionals who support the Trust with workforce policies and formal processes for staff management. The team provide advice and guidance to managers and employees on areas of employment including grievances and work-related complaints (Employee Led Complaints), conduct and disciplinary matters, performance concerns and whistleblowing.

The Occupational Health & Safety Service is available to provide advice for health, safety and wellbeing while at work, providing a range of services including the staff physiotherapy service, smoking cessation support, vaccinations and advice on skin care, back care and hydration.

The dedicated confidential UCLH Bullying & Harassment Helpline can be used to seek advice and support from a qualified and experienced professional of the Staff Psychological and Welfare Service regarding concerns about bullying and harassment at work. They can provide practical advice, help in deciding the best way forward and emotional support. This service can also be accessed via the Professional Support Unit through HEE.

