

## SPECIALTY TRAINING (STR) PROGRAMME IN ORTHODONTICS

### JOB DESCRIPTION

TITLE OF POST	Specialty Registrar in Orthodontics
GRADE	Specialty Registrar
SPECIALTY	Orthodontics
SALARY SCALE	TBC
FULL/PART TIME	Full time 3 year post
TRAINING PROGRAMME DIRECTOR	Golfam Khoshkhounejad
BASES	King's College Hospital NHS Foundation Trust Royal Surrey County Hospital NHS Foundation Trust

### EDUCATION AND TRAINING

The post is approved by the Deans of Postgraduate Dentistry in London and Kent, Surrey and Sussex (KSS) and the SAC in Orthodontics for the training of Specialty Trainees in preparation for the Membership in Orthodontics examinations. Successful completion of the training programme will culminate in a recommendation by the Deans of Postgraduate Dentistry in London and KSS to the GDC that the trainee is eligible for the award of a Certificate of Completion of Specialty Training.

The trainee will be expected to develop an educational programme in conjunction with their Educational Supervisor. This will include the need for workplace based assessments throughout the three year programme. Educational progress will be reviewed annually through the Annual Review of Competency Progression (ARCP) process.

## Background

### THE ROYAL SURREY COUNTY HOSPITAL NHS FOUNDATION TRUST

#### THE GEOGRAPHY

Situated on a green field site on the outskirts of Guildford, the Trust has excellent rail and road links (via the A3 and M25) to London (35 minutes) and to the south coast (35 minutes). A shuttle bus service links the hospital to the railway station and town centre, and the main taxi ranks.

The picturesque Surrey countryside is ideal for good walks and outdoor pursuits and has numerous historic village inns. Guildford is one of the best shopping areas outside London centred on its attractive high street, and entertainment for all tastes including clubs, restaurants, theatres, cinema and a multi-sports complex with swimming pools, ice rink, gymnasium and ten pin bowling.

Guildford has a number of schools, both private and state, which cater for all bands of ability. There is a Technical College, with a wide and varied curriculum and a Law College with a national reputation. The University of Surrey is situated beside the Cathedral, adjacent to the A3 trunk road. There is a mainline rail link with London and the South West.

### THE ROYAL SURREY COUNTY HOSPITAL NHS FOUNDATION TRUST

The Royal Surrey County Hospital NHS Foundation Trust NHS Foundation Trust is a leading modern general hospital and specialist centre for cancer services and treatment, based in Guildford.

The RSCH serves a population of 320,000 for emergency and general hospital services, mainly from West Surrey, East Hampshire and North Sussex and 1.2 million people for cancer services.

The hospital has an annual income of more than £200 million and employs around 3,000 people. In particular, there have been a number of recent additional consultant appointments bringing the total number of consultants employed to 143.

Every year the RSCH sees around 215,000 outpatients, admits 58,500 patients for treatment and 72,000 patients attend our A & E department. The Trust is also a centre of excellence and training for minimal access surgery and regional hub for ENT and pathology services.

We were licensed as an NHS Foundation Trust on 1st December 2009 and our vision for the future is to continue to develop both as a modern hospital and as a cancer centre. Our focus is to deliver the best possible care for our patients, with excellent treatment and outcomes and be the employer of choice.

The Royal Surrey has the 13th lowest mortality rate in the country and is one of the Top 20 safest hospitals.

### POSTGRADUATE MEDICAL SCHOOL UNIVERSITY OF SURREY

The University of Surrey has become one of the leading academic institutions of the country. In the recent University Research Assessment exercise it came 4<sup>th</sup> in the UK for most academics based in 5\*A rated departments. Surrey University Campus is adjacent to the hospital and provides excellent opportunities for collaboration in research. The New Postgraduate Medical School building opened adjacent to the hospital in 2005 and provides state-of-the-art facilities for medical research. All prospective post-holders will be expected and encouraged to perform research.

## **Confidentiality**

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

## **Equal Opportunities**

- The Trust is aiming to promote equal opportunities. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Members of staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## **Corporate Governance**

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety as Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work; and
  - To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

## **Safeguarding**

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

## **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:

CARING TOGETHER • LEARNING TOGETHER • EXCELLING TOGETHER • CONTINUOUSLY IMPROVING



## THE ROYAL SURREY COUNTY HOSPITAL NHS FOUNDATION TRUST

### DEPARTMENT DESCRIPTION

#### 1. 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 3 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 three Orthognathic clinics per month, a monthly Paediatric clinic and three cleft 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.

#### 2. 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
Trust Associate Specialist	Mrs Bavani Vivekanandan	0.7 WTE
Clinical Assistant	Mrs Kate Roberts-Harry	0.2 WTE
Specialist Registrar (Post-CCST) (Guildford/Eastman)	Guildford Eastman	0.6 WTE 0.4 WTE
Specialist Registrar (Post-CCST) (Guildford/Kings)	Guildford Kings	0.5 WTE 0.5 WTE

Specialist Registrar year 1 (Alternates weekly with GKT/Kings)		0.5 WTE 0.5 WTE
Specialist Registrar year 3 (Alternates weekly with GKT/Kings)		0.5 WTE 0.5 WTE
Orthodontic Therapist	Mrs Bahareh Ghorabi	0.2 WTE

#### Nursing Staff

Mrs Nicola Ellis	Senior Dental Nurse Manager
Mrs Patricia Lightbody	Orthodontic Nurse
Miss Laura Wells	Orthodontic Nurse
Mrs Samjhana Gurung-Pun	Orthodontic Nurse
Mrs Maya Gurung	Orthodontic Nurse
Mrs Alice Gurung	Orthodontic Nurse
Miss Hema Gurung	Orthodontic Nurse
Vacant	Orthodontic Nurse

#### Technical Staff

Mr Edward Malton	Maxillofacial laboratory manager
Mr Richard Eggelton	Maxillofacial Technician
Ms Ulrike Leutermann	Specialist Dental Technician
Mr Ross Kaighin	Specialist Dental Technician

#### Secretarial Support

Mrs Jill Portlock  
Mrs Alison Kloppers  
Mrs Emily Keeley

#### Clinic Co-ordinators

Ms Alison Boyles  
Ms Mary Guanco

### 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 Martin Danford  
Mr Michael Bater  
Mr Jacob D'Souza  
Mr Steve Walsh  
Vacancy

### Restorative Dentistry

Mr Nick Lewis (Clinical director)

## Paediatric Dentistry

Mrs Laura Cooke  
Special care dental service

Miss Julia Pepper  
Special Care Dental Services

### **3. Work of the Department**

The Orthodontic Unit has a service commitment to provide orthodontic care and guidance for Surrey and North East 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 60% 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.

### **4. 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.

Plan Mecca Promax digital panoramic and lateral cephalometric radiographic equipment is available on site in the department with all radiographs taken and developed by qualified radiographers. There is also access to CBCT imaging.

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.

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 quarterly Educational Half Day. Mr Taylor and Miss Minhas are educational supervisors and attend regular local faculty group meeting. Mr Taylor is educational supervisor for this post.

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

## Background

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

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

### KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST

#### 1. 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.

#### 2. CLINICAL ORGANISATION

##### Orthodontic Staff

Professor M Cobourne	Academic Head of Department
Miss H Tippett	7 PAs
Mr G Mack	Clinical Lead, 10 PAs
Mrs S Patel	7 PAs
Mr J Gwilliam	4 PAs KCH, 4 PAs St George's Hospital
Mr S Patel	7 PAs
Mr S Grewal	6 Pas
Miss E O'Higgins	2 PAs
Miss R Stephens	7 PAs KCH
Miss Noorani	2 PAs
Miss G Brown	2 PAs
Mr M Mousavi	Specialist Orthodontist 2 PAs
Mrs R Connor	Specialist Orthodontist 4 PAs
Miss C Burnett	Orthodontic Therapist 8 PAs
Miss H Motahari	Orthodontic Therapist 10 PAs

##### 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**

Mr J Osher (Clinical Lead)

Dr K Fan

### **Restorative Consultants**

Miss E Blum (Clinical Lead)

Mr A Alani

### **Consultant Paediatric Dentists**

Mr S Sood (Clinical Lead)

Miss J Mitchell

Miss M Ahluwalia

### **Consultant Oral Surgeon**

Miss C Bryant

## **3. 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.

## **4. 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 complied with at all times.

## **5. STUDY AND ANNUAL LEAVE**

The post holder will be expected to comply with the CME requirements of the relevant Royal College. Study leave may be requested in accordance with the Trust's Policy for Continuing Medical Education. Annual leave may be taken in accordance with the Trust's Guidelines on Leave Arrangements for Medical and Dental Staff. To ensure the smooth running of the service the post holder will ensure that, in conjunction with colleagues, adequate arrangements are made to cover planned absences.

## **7. TERMS AND CONDITIONS**

The post is covered by the current Terms and Conditions – Specialty Registrar (England) 2003, the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) and Trust Policies and Procedures where relevant. Appointment is conditional upon a satisfactory medical assessment, which may include an examination.

## SUMMARY OF DUTIES AND TIMETABLE (PROVISIONAL)

- 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.

### Week 1 King's College Hospital

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Treatment Session (SG)	Treatment Session (GM)	Study/MSc	Treatment Session (JG)	Lectures/MSc
PM	Treatment Session (GB)	Treatment Session (SP)	Study/MSc	Treatment Session (SAP)	Consultant Clinic (RS)

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

### Week 2 Royal Surrey County Hospital

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Treatment Session (NGT)	Consultant Clinic (New and review) (NGT)	Consultant Clinic (New and review) (GM)	Treatment Session (NGT/GM)	Lectures Treatment Occasional (GM/SG)
PM	Study/MSc	Treatment Session (NGT)	Treatment Session (GM)	Treatment Session (GM/SG)	Study/MSc

NGT: Mr Taylor, GM: Miss Minhas, SG: Mr Grewal

**This job description 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.**