

## Orthodontic Training Programme Job Description

### Post Details

<b>HEE Office:</b>	London
<b>Job Title:</b>	Specialty Trainee in Orthodontics ST4
<b>Person Specification:</b>	NRO to complete
<b>Hours of work &amp; nature of Contract:</b>	Hours: 6 sessions in Kingston Hospital NHS Trust and 4 sessions The Eastman Dental Institute and Hospital, University College London Hospitals NHS Foundation Trust
<b>Main training site:</b>	Kingston Hospital
<b>Other training site(s):</b>	Eastman Dental Hospital

### Organisational Arrangements

<b>Training Programme Director (TPD):</b>	Golfam Khoshkhounejad
<b>TPD contact details:</b>	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

<b>University:</b>							
<b>Degree awarded:</b>							
<b>Time commitment:</b>							
<b>University base fee 2020/21:</b>		<b>What will I pay in 1<sup>st</sup> year?</b>		<b>What will I pay in 2<sup>nd</sup> year?</b>		<b>What will I pay in 3<sup>rd</sup> year?</b>	
<b>Bench fees 2018/17:</b>							

### Training Details

#### (Description of post)

The Post CCST program for ST 4 and 5 provides additional orthodontic training to consultant level and prepares trainees to sit the ISFE examination and apply for consultant jobs within the NHS.



**Duties and Responsibilities of postholder**

Training will involve development of diagnosis and management of a range of complex malocclusions including cases requiring multi-disciplinary input. The Post holder will be expected to work independently and gain skills in management, critical appraisal and research/Audit appropriate for consultant practice. They will be encouraged to teach and take a wider role within the orthodontic department and develop their personal and professional skills. Each Post CCST will have a personal caseload but also have a responsibility for the running of the orthodontic department 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.

**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 (UCH), which opened in 2005, is the focal point of the Trust alongside the following specialist hospitals:

- University College Hospital (incorporating 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.

The Eastman Dental Hospital and the UCL Eastman Dental Institute work closely together to enhance the experience of those working and training at the forefront of clinical research and patient care. The Eastman Dental Institute is part of UCL; it is devoted solely to postgraduate education and has a national and international reputation which comes from 50 years' experience of specialist level training. The central focus is to provide high quality educational programmes for Specialty Trainees and postgraduates who enrol on our programmes from across the world.

The clinical departments are arranged on a Divisional structure. There are 3 divisions which are:

- Growth and Development: comprising of the Department of Orthodontics and the Department of Paediatric Dentistry
- Diagnostic, surgical and medical sciences: comprising of the Departments of Oral Surgery and Oral Medicine (including special care dentistry and facial pain)
- Restorative Sciences: comprising of Department of Endodontics, Department of Periodontology, Department of Prosthodontics and includes Implantology as well as the Schools providing DCP training

The [UCL Eastman Dental Institute Clinical research](#) and teaching functions is based in a new state-of-the-art facility in the [Rockefeller Building](#), just around the corner from the new clinical hospital. This places it at the heart of the UCL campus, next door to University College Hospital and the Macmillan Cancer Centre, hence facilitating collaborative working across teaching, research and patient care.

The [Eastman Clinical Investigation Centre](#) (ECIC) is a clinical research facility also based in the Rockefeller Building fully dedicated to clinical and translational research in the field of oral and dental diseases, with a unique track record of research grants to deliver commercial and investigator-led clinical studies.

Over the last 15 years ECIC studies have attracted more than £6M in research awards and recruited more than 3000 participants.

Kingston Hospital NHS Trust is a busy district general hospital with approximately 600 beds, a 12 bed hotel and a 22 bed private patient wing. Wide range of acute medical and surgical conditions is dealt with on an inpatient, outpatient and day case basis. Intensive care, coronary care and high dependency facilities are available. We have recently been awarded “EXCELLENT” by the CQC, one of only four acute Trusts in the UK to have received this.

The Royal Borough is a sought after and popular place to live, with a wealth of leisure facilities. Families with children are well catered for in educational terms with a number of very high quality secondary schools and additionally a college of Further Education. Educationally, there are a number of very high quality secondary schools in the area, a College of Further Education and an excellent University with which the Trust has very strong links.

The Princess Alexandra Wing at Kingston Hospital is a busy outpatient unit for Oral & Maxillofacial Surgery, Orthodontics and Restorative Dentistry. King’s College Community and Special Care Dentistry also operate out of the department. In addition, sessions are held on a weekly basis in the department for paediatric patients requiring extractions under general anaesthetic. The orthodontic unit treats approximately 8500 orthodontic patient visits per annum and approximately 900 new orthodontic patients per annum. The wing is a detached building behind A&E and has been fully refurbished with the addition of an administration floor. There are 6 orthodontic chairs, 2 restorative suites and 5 surgical rooms. Head and Neck cancer and emergency inpatient treatment is performed at St Georges Hospital but orthognathic surgery is undertaken at Kingston. The department is one of the largest district outpatient units in the UK and offers tremendous scope to become a centre of excellence for delivery of services and for postgraduate education and training. The orthodontic service provides care and guidance for the area, and works in close liaison with local dental/medical practitioners and the community providing an advisory service and a treatment service for cases of that require specialised orthodontic treatment. Because of the large number of specialist practitioners in the area, we undertake a disproportionate share of difficult and challenging malocclusions within the department. A comprehensive digital PACS imaging service (including CBCT) is available in the department to support orthodontic, restorative and maxillofacial services at Kingston Hospital and we have recently taken possession of new intra oral scanners, which makes the department totally digital with its records keeping. Nursing cover, secretarial and administration facilities are all provided for the post-holder. Kingston Hospital has an active postgraduate education centre and library. Study leave is available subject to approval in order to meet CME/CPD requirements.

**Description of third training site (if applicable)**

Maximum of 500 words

**Staff involved in training:**

<b>Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Role</b>
<b>EDH Hospital Staff</b>			
Miss S Hodges	Consultant & Clinical Lead	EDH	
Mr J Noar	Consultant	EDH	
Miss P Acharya	Consultant	EDH	
Miss J Collins	Consultant	EDH	
Dr F Ryan	Consultant	EDH	
Mr H Moseley	Consultant	EDH	
Mr C Clayton	Consultant		
Ms E Watt	Consultant		
Ms R Shah	Consultant		
Miss M Cedro	Consultant	EDH	
Ms R Bharmal	Consultant		
Dr J Shute	Consultant Liaison Psychiatrist	EDH	
Ms J Eden	Hospital Practitioner	EDH	
Ms R Bilimoria	Hospital Practitioner		
<b>EDI Academic Staff</b>			
Prof S Cunningham	Hon Consultant & Academic Programme Director	EDH	
Mr R Smyth	Hon Consultant and Lecturer	EDH	
<b>Kingston Hospital Staff</b>			
Mr Allan G Jones	Consultant & Clinical Director	KH	Educational Supervisor



Dr Farhad Baghaie-Naini	Consultant & Clinical Lead	KH	Clinical Supervisor
Dr Rachel O'Brien	Consultant	KH	Clinical Supervisor
New Consultant	Consultant	KH	Clinical Supervisor
<b>Postgraduates &amp; other trainees</b>			
8 Post CCST's		EDH	
15 ST's		EDH	
4 Post CCST's		KH	
3 ST's		KH	

Indicative timetable (details are subject to change)

Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
am	Treatment KH	Treatment KH	EDH	Consultant NP clinic, KH	EDH
pm	Treatment KH	Treatment KH	EDH	SPA/Admin KH	EDH
Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
am	Orthognathic Clinic KH	Treatment KH	EDH	Treatment KH	EDH
pm	Treatment KH	Treatment KH	EDH	SPA/Admin KH	EDH

## Terms and Conditions

### General

#### 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 Action 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 (Farhad Naini). Additionally, study leave formally requested in advance may be granted for attendance at approved conferences.

**Other information**

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.

Details of support services provided by UCL are available via the following link  
<https://www.ucl.ac.uk/students/student-support-and-wellbeing>