

Information Pack for the post of Specialist Registrar (Post-CCST) in Orthodontics

Royal Surrey NHS Foundation Trust, Guildford & Eastman Dental Hospital University College Hospital London

Job Title: Specialist Registrar (Post-CCST) in Orthodontics

Grade: Medical & Dental

**Hours: 6 sessions in The Royal Surrey County Hospital and 4 sessions
Eastman Dental Institute and Hospital, University College London**

Provisional Timetable	Mon- RSH	Tue - RSH	Wed - EDH	Thurs - RSH	Fri - EDH
AM	Joint Orthognathic clinic once/month Clinical treatment session twice/month Cleft clinic once/month	New/Review Clinic	Clinical treatment session (Alternate) Hypodontia Clinic (Alternate)	Clinical treatment session	Study/ New/Review clinic every alternate week
PM	Study	Clinical treatment session	Supervision	Clinical treatment session	Clinical treatment session

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 new 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 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 and is also a tertiary specialist centre for ENT and Maxillofacial surgery. It attracts referrals from across the whole country for other specialties (i.e. urology). The Minimal Access Therapy Training Unit (key-hole surgery) is one of only three such training units in the UK.

The RSCH serves a population of 330,000 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 4th 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 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 Act (1998). Further details are available from the Trust's Data Protection Act Designated Officer.

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 Trusts (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 at Work Act 1974, all of us have a duty:

- to take reasonable care of ourselves and others at work
- to co-operate in meeting the requirements of the law

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

INFECTIOUS CONTROL

It is now a requirement of the Department of Health that you accept personal responsibility for compliance with infection control policies and procedures at any time when you are working in clinical areas.

TRUST MISSION AND VALUES

The Values and Behaviours that are both displayed and aspired to at the Royal Surrey are:

We **work together to serve our community** by:

- Delivering **safe and excellent** clinical care
- Treating others with **compassion and respect**
- Driving **improvement and efficiency**

The behaviours are defined below as:

Delivering **safe and excellent** clinical care

- I share information openly and effectively with patients, staff and relatives
- I consider safety in my everyday actions and seek to minimise patient and staff harm
- I work to prevent and control infection
- I strive to deliver excellent outcomes

Treating others with **compassion and respect**

- I treat others as I would like to be treated
- I am compassionate and empathetic
- I treat other people with dignity and respect
- I am courteous and polite
- I anticipate the needs of the people I serve
- I strive to make time

Driving **improvement and efficiency**

- I provide support and challenge
- I continuously seek to improve service quality and share best practice
- I listen and act on suggestions for change
- I work resourcefully to deliver improved outcomes
- I use resources wisely
- I am passionate to deliver results

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 800 new patient referrals. The unit has a history of close multi-disciplinary working with Maxillo-facial Surgery, Restorative and ENT colleagues.

There are 2 Consultant orthodontists, 9 Maxillo-facial Surgeons and a Consultant Restorative dentist who provides a service for the Royal Surrey County Hospital, Frimley Park and Basingstoke Hospital providing a surgical network with Guildford as the in-patient hub.

There are currently four 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	Miss Gursharan Minhas	0.7 WTE
Consultant	Mr Sukhraj Grewal	0.5 WTE
Trust Associate Specialist	Mrs Bavani Vivekanandan	0.5 WTE
Clinical Assistant	Mrs Kate Roberts-Harry	0.2 WTE
Post CCST Registrar	Guildford	0.6 WTE
(Guildford/Eastman)	Eastman	0.4 WTE
Post CCST Registrar	Guildford	0.5 WTE
(Guildford/KCH)	KCH	0.5 WTE
Specialist Registrar year 1		0.5 WTE
(Alternates weekly with GSTT/KCH)		0.5 WTE
Specialist Registrar year 3		0.5 WTE
(Alternates weekly with GSTT/KCH)		0.5 WTE
Specialist Registrar year 1 MOD		0.5 WTE
(Alternates weekly with GSTT/KCH)		0.5 WTE

Paediatric Dentistry (Special care dental service)

Ms Laura Cooke

Nursing Staff

Mrs Nicola Ellis	Senior Dental Nurse Manager
Miss Laura Wells	Orthodontic Nurse
Mrs Rina Gurung	Orthodontic Nurse
Mrs Patricia Lightbody	Orthodontic Nurse
Mrs Maya Gurung	Orthodontic Nurse
Mrs Samjhana Guring-Pun	Orthodontic Nurse
Miss Hema Gurung	Orthodontic Nurse
Mrs Bahareh Ghorabi	Orthodontic therapist

Technical Staff

Mr Edward Malton	Chief Maxillofacial technician
Ms Ulrike Leutermann	Senior Orthodontic Technician
Mr Ross Kaighin	Orthodontic Technician
Mr Richard Eggleton	Senior Maxillofacial Technician

Secretarial Support

Mrs Emily Keeley
Mrs Jill Portlock
Alison Kloppers

Reception Staff

Ms Mary Guanco
Ms Alison Boyles

Maxillofacial Surgery Consultants

Interdisciplinary Clinics held with * Oral and Maxillofacial Surgery

Consultants:

*Mr Ben Gurney
*Mr David Grimes and Mr Martin Woods (Cleft)
Mr James Sloane
Lt Col James Combes
Mr Martin Danford
Mr Michael Bater
Mr Jacob D'Souza
Mr Stephen Walsh

Restorative Dentistry Consultant

Interdisciplinary Clinics held with * in Restorative Dentistry

*Mr Nicholas Lewis (Clinical Director)

3. Work of the Department

The Orthodontic Unit mainly provides orthodontic care and guidance for Surrey and North East Hampshire but also receives referral from Sussex and Berkshire. 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 adult.

Surrey has many Specialist Orthodontic Practitioners who account for more than 70% of the referrals to the unit, which means that the majority of cases treated within the Unit are difficult and challenging malocclusions. The commissioners have a 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 more straightforward cases are accepted for teaching purposes. The Orthodontic Unit provides an excellent opportunity for multidisciplinary working with Maxillo-facial Surgery, Restorative and Paediatric dental clinics with 3 orthognathic clinics, 2 Cleft palate clinics and a Restorative clinic monthly. Guildford is a designated local site within the cleft network for South Thames. Clinics take part on Mondays and Fridays with the cleft team. Nigel Taylor is the local site cleft coordinator and represents the trust at the South Thames cleft network board. There will be an opportunity for personal treatment of a wide range of multidisciplinary cases including cleft lip and palate.

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 College Hospital.

The maxillofacial unit has 3 Specialist registrars, 6 SAS surgeons, 7 dental foundation trainees and visiting foundation dentists.

The Orthodontic Unit has chair side computers linked to the Hospital Information System, digital x-rays and 3D dolphin digital imaging software networked throughout the unit. There is seminar room with access to a projector for teaching.

Plan Mecca Promax digital panoramic lateral cephalometric and intra oral 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 available in the department using a Nikon F801-S for clinical photography record keeping. Professional photography is easily available from the onsite Department of Medical Illustration. The unit has an intraoral 3 shape scanner sited in the unit which is integrated with Trust onsite and external laboratories to facilitate 3D surgical planning.

There is separate computer room housing digitising software using 3D Dolphin networked to 5 dental units linked to a colour printer and scanner. There is also wireless Internet access in the Orthodontic Unit.

There are Orthodontic and Maxillo-facial technicians on site to provide comprehensive technical support. The departmental lab has a 3D printer.

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 Trust Educational Half Day during the year.

Mr Taylor is the Educational Supervisor for this post and attends regular meetings of the Trust local faculty group.

UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST

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.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We achieve our vision through our Values and Annual Objectives. Developed in partnership with over 1000 staff and patients, our Values guide everything that we do, how we make our decisions and how we are with patients and each other:

We put your **safety** > and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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We offer you the **kindness** > we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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We achieve through **teamwork** >

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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We strive to keep **improving** >

Courage to give and receive feedback	Efficient and simplified	Deliver through learning	Innovate and research
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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
- . University College Hospital Macmillan Cancer Centre
- . Royal National ENT & Eastman Dental Hospitals
- . 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 clinical departments are arranged on a Divisional structure. There are 3 divisions which are:

- Dental Services; incorporating Orthodontics. Paediatric Dentistry,

- Prosthodontics, Periodontics, Endodontics.
- Surgical Services
- Medical Services

The Orthodontic Department

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, 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 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 department occupies 15 clinical chairs for treatment, as well as running new patient diagnostic clinics in the adult and paediatric new patient zones.

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 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 postgraduates who enrol on our programmes from across the world.

The UCL Eastman Dental Institute clinical and teaching functions are 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.

Staff of the department

Hospital Staff

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

Academic Staff

- Prof S Cunningham Hon Consultant & Programme Director
- Mr R Smyth Hon Consultant & Clinical Lecturer

Postgraduates and other trainees

- 8 ST 4-5s
- 11 ST 1-3s
- 12 postgraduates

