

Orthodontic Training Programme

Job Description

Post Details

HEE Office:	London HEE
Job Title:	Speciality Trainee in Orthodontics St4
Person Specification:	NRO to complete
Hours of work & nature of Contract:	Full time 2 years
Main training site:	Kings College Hospital
Other training site(s):	St Georges Hospital

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

Training Details

(Description of post)

The Post CCST program for ST 4 and 5 provides additional orthodontic training to consultant level, while preparing trainees to sit the ISFE examination and apply for consultant jobs within the NHS.	
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Duties and Responsibilities of postholder

Training will involve development of diagnosis and management of a range of complex malocclusions, particularly those 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

King's College Hospital

King's College Hospital is one of the largest and busiest in London, with a well-established national and international reputation for clinical excellence, innovation and achievement. Two thirds of the clinical activities of the hospital are in support of the socially and economically diverse communities of the boroughs of Southwark and Lambeth. As both a healthcare provider and a major employer with over 7,000 staff, King's plays an important part in helping reduce local, social and health inequalities. The hospital 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.

The hospital is principally located on a single site, with approximately 900 beds, but has a number of important outlying satellite services including dialysis, foetal medicine, cardiac diagnostics, and outpatient outreach clinics in other locations. It works in close collaboration with other health providers in South East London, including Primary Care Trusts, to ensure the sustainability and excellence of services across the area. In recent years, there has been substantial investment in both the facilities and resources of the hospital, which has transformed the quality of care that it now delivers.

Further information about King's can be found on its website, www.kch.nhs.uk.

The Trust has an annual income in excess of £570m, the majority of which is derived from Primary Care Trust commissions. 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. Applications for job sharing are welcome.

DEPARTMENT DESCRIPTION

KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST

1. INTRODUCTION

The Orthodontic Department forms part of the King's College London School of Dentistry and as such is split over 2 sites: Denmark Hill and London Bridge. 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 1st 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 Tippet	5 PAs
Mr G Mack	Clinical Lead, 9 PAs
Mrs S Patel	7 Pas
Mr S Patel	7 PAs
Mr J Gwilliam	4 PAs KCH, 6 PAs St George's Hospital
Miss E O'Higgins	2 PAs
Mr S Grewal	6 PAs KCH
<u>Miss R Stephens</u>	7 <u>PAs</u> KCH
Miss G Brown	2 PAs KCH 4 PAs QMH
Mr J Seehra	2PAs
Mr M Mousavi	Specialist Orthodontist 2 PAs
Mrs R Connor	Specialist Orthodontist 2 PAs
Miss C Burnett	Orthodontic Therapist 8 PAs
Miss H Motahari	Orthodontic Therapist 10 Pas
Miss A Phian	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)	66 part time PG's

Interdisciplinary Clinics held with following:

Oral and Maxillofacial Surgery Consultants

Mr J Osher

[Mr R Bentley](#)

Dr K Fan

Restorative Consultants

Prof I Blum (Clinical Lead)

[Mr A Alani](#)~~M Garrett~~

Consultant Paediatric Dentists

Miss M Ahluwalia

Dr S Sood

[Miss](#) M Patel

Oral Surgery Consultants

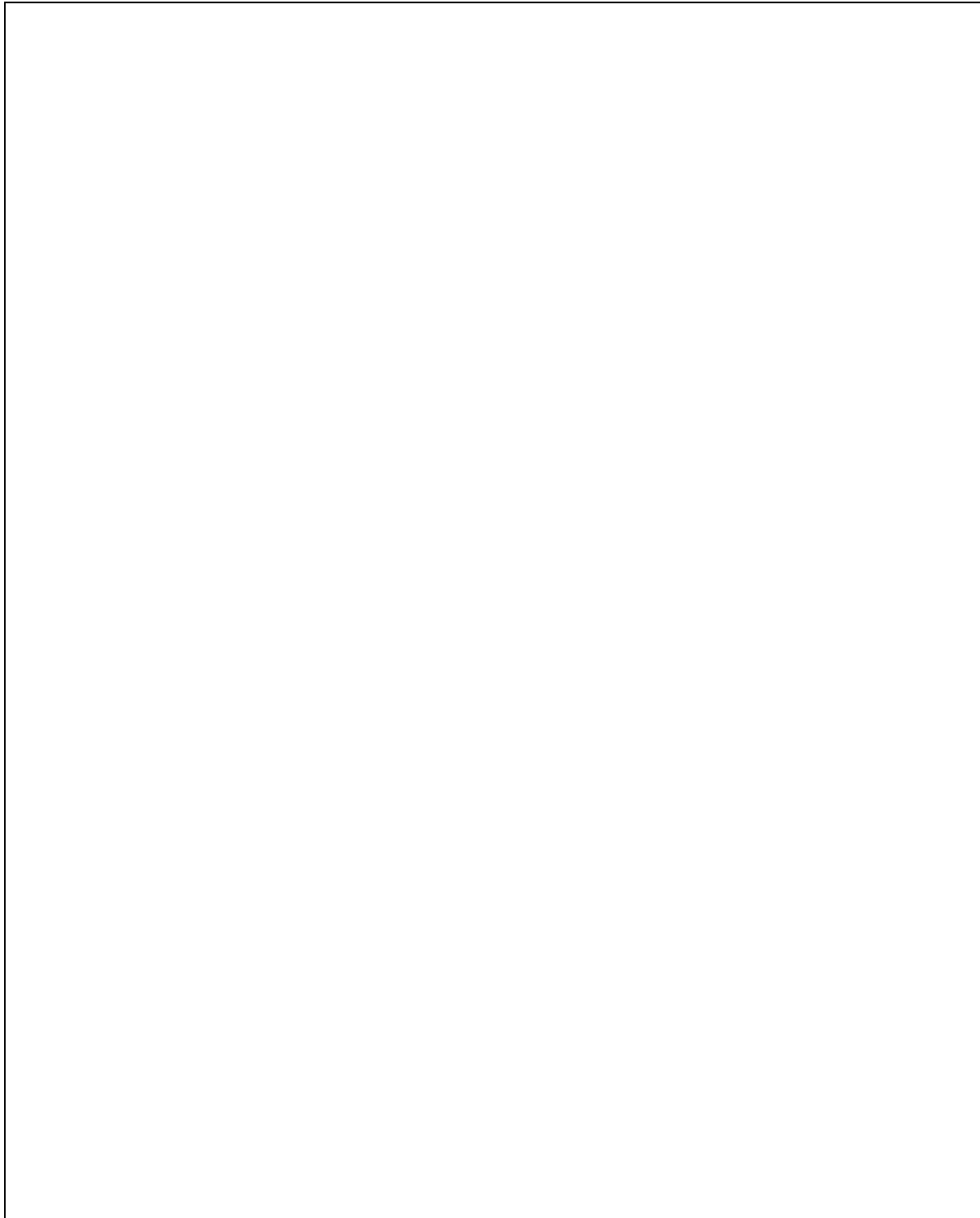
Miss C Bryant

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.



Description of second training site

ST GEORGE'S UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

St. George's University Hospitals NHS Foundation Trust is one of the largest healthcare units in the United Kingdom accommodating around 1170 beds and treating around 89,000 inpatient and day cases, and over 448,000 outpatients annually. The Trust employs over 6,000 staff incorporating 1,100 Medical & Dental Staff. It provides general acute services

together with specialty services including neurosciences, cardiothoracic, and specialist children's services.

St. George's University Hospitals NHS Foundation Trust is the main teaching hospital in the western sector of the South Thames, and as such has developed links with most district general hospitals throughout South Thames West, and supports a significant training programme for junior doctors who rotate through the Trust.

The Trust is on three sites, St George's Hospital, the base for acute general medicine and surgical services, Queen Mary's Hospital, Roehampton (QMR), and St John's Therapy Centre, Battersea, where therapy services and services for care of elderly patients are now based. The Trust serves a resident population of about 300,000 and serves two local Primary Care Trusts, Wandsworth and Sutton & Merton which have a total population of approximately 600,000 between them.

As well as acute hospital services, we provide a wide variety of specialist and community hospital based care and a full range of community services to children, adults, older people and people with learning disabilities. These services are provided from Queen Mary's Hospital, Roehampton, 11 health centres and clinics, schools and nurseries, patients' homes and Wandsworth Prison.

Further information about St Georges can be found at www.stgeorges.nhs.uk

ST GEORGE'S, UNIVERSITY OF LONDON

St. George's, University of London, is the only remaining independently governed medical school in the country. A College of the University of London, we have been providing medical and healthcare training for over 250 years.

Our Mission is "to promote by excellence in teaching, clinical practice and research, the prevention, treatment and understanding of disease." 5,500 students study at St George's, divided between two faculties, Medicine & Biomedical Sciences, and Health & Social Care Sciences (a joint venture with Kingston University). Our courses range from medicine, biomedical sciences, nursing, midwifery, physiotherapy, to therapeutic and diagnostic radiography as well as postgraduate courses.

St George's prides itself on providing the highest standard of learning through the latest in teaching and learning resources, exceptional research, innovative course development, enterprise and innovation, and strategic partnerships. We were the first to introduce a 4-year MBBS Graduate Entry Programme (GEP) open to graduates from all disciplines.

In research, we are equally as innovative and driven by high standards of excellence to advance healthcare, ranked 4th in the UK for global impact in the 2014 Research Excellence Framework. In addition to a broad clinical trials portfolio, academic research is focussed on a number of themes organized within three recently created Research Institutes: Cardiovascular and cell science (including the Neurosciences Centre), Infection and Immunity and Population health.

St. George's success has been aided by our strategic partnerships with other institutions. Our life-long partnership with St. George's Hospital, together with our joint Faculty of Health, Social Care and education has created a unique learning and research environment. Supporting research and educational programs which takes advantage of the co-location of high quality clinical and academic expertise on a single site is an explicit joint strategic priority for the university and trust, and has already proved highly successful. More information about the Education and Research at St George's University of London can be found at www.sgul.ac.uk.

Orthodontic Consultant Establishment

The Consultant team at St Georges Healthcare NHS Trust comprises of three posts. There are Orthodontic trainees (both StR and FTTA) from Guy's and King's hospital as well as DCT trainees.

There are consultant led joint clinics with Oral and Maxillofacial Surgery, Restorative dentistry and with the Paediatric Dental team.

Duties/Key Results Areas: Focusing, where possible, on outcomes qualitative as well as quantitative.

Following responsibilities are common to all posts in the Trust and should be included at some point in the job description.

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To work in accordance with the Trust's Equal Opportunities policy to eliminate unlawful discrimination in relation to employment and service delivery.

To promote at all times equal opportunities for staff and patients in accordance with St George's Healthcare policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.

To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current situation. Details and emphasis may change in line with service needs after consultation with the postholder.

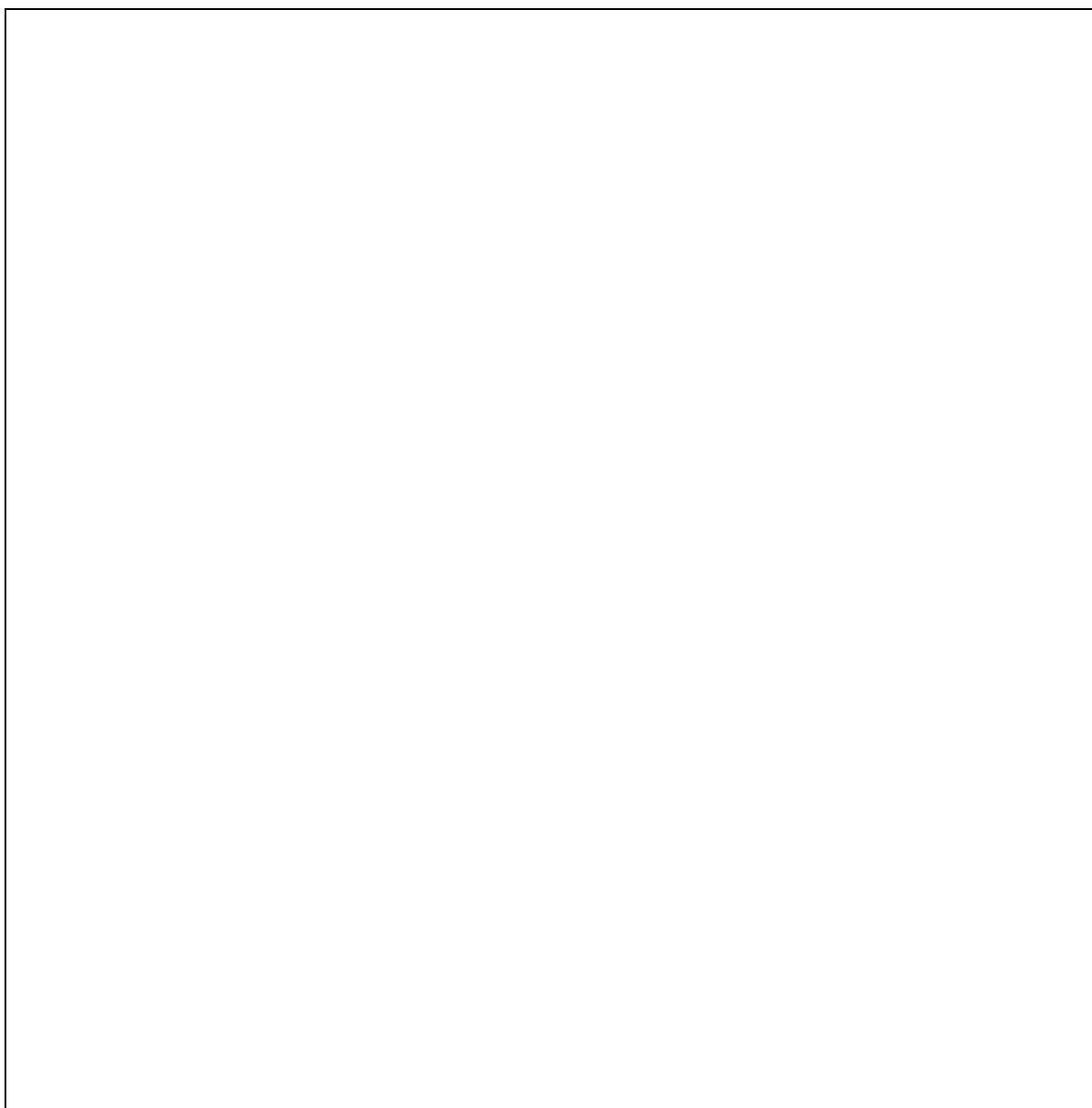
St George's Healthcare NHS Trust is an Equal Opportunities employer and operates a Non-Smoking Policy.

Job Summary:

To ensure the efficient and effective management with high quality of care for all Orthodontic patients.

Description of third training site *(if applicable)*

Maximum of 500 words



Staff involved in training:

Name	Job Title	Site	Role
Professor M Cobourne	Academic Head	Guys	
Miss H Tippet	Consultant	KCH/HEE	
Mr G Mack	Clinical Lead	KCH	
Mrs S Patel	Consultant	KCH	
Mr S Patel	Consultant	KCH	
Miss L O'Higgins	Consultant	KCH	
Mr J Gwilliam	Consultant	KCH	
Mr S Grewal	Consultant	KCH	
Miss G Brown	Consultant	KCH	
Mr J Seehra	Consultant	KCH	
Mr J Gwilliam	Consultant	SGH	
Dr F Naini	Consultant	SGH	
Miss Davenport Jones	Consultant	SGH	

Indicative timetable (details are subject to change)

Week 1

	Mon	Tue	Wed	Thu	Fri
AM	KCH Treatment	SGH NP and Treatment alternate weeks	SGH NP and Treatment Alternate weeks	KCH Admin	SGH Treatment
PM	KCH Treatment	SGH Treatment	SGH Treatment	KCH Ortho/Paeds/Oral Surgery clinics $\frac{3}{4}$ NP $\frac{1}{4}$	SGH Admin Craniofacial $\frac{1}{4}$ OG $\frac{1}{8}$

Week 2 (if applicable)

	Mon	Tue	Wed	Thu	Fri
AM					
PM					

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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.

Staff Involvement

The Trusts are 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.

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Study 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

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.

Other information

The post is covered by the current Terms and Conditions - Consultants (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.