

Job Description

Job title:	Speciality Registrar in Oral Medicine Facial pain
Division:	Royal National ENT and Eastman Dental Hospitals
Board/corporate function:	Specialist Hospitals Clinical Board
Salary band:	Specialty Registrar
Responsible to:	Divisional Clinical Director
Accountable to:	Medical Director
Hours per week:	(10 PAs – 5 years fixed term)
Location:	Royal National ENT and Eastman Dental Hospitals

University College London Hospitals NHS Foundation Trust

University College London Hospitals is seeking to appoint a 10 session Specialty Registrar in Oral medicine / Facial pain with a commitment to high quality patient care, innovative service models, delivery of performance targets, and excellence in education/training.

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. We provide 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 provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospital at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

In 2008, a new academic health science partnership – known as UCL Partners (UCLP) – was formed, supporting over 3,500 scientists, senior researchers and consultants, with a combined annual turnover of around £2 billion. By pooling resources and expertise, UCL Partners, which together treats over 1.5 million patients every year, will be able to produce more world-class research in key areas, including cancer and heart disease, and deliver the benefits more rapidly to patients.

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
- Royal Free London NHS Foundation Trust
- University College London Hospitals NHS Foundation Trust

New Cancer Centre

The Trust's brand new purpose-built University College Hospital Macmillan Cancer Centre houses outpatients and day care cancer services, a dedicated teenage and young adult cancer service, and a private patients' facility run by HCA International.

The 5-storey building has been designed with the needs of patients and modern cancer care in mind, with an abundance of natural light, open spaces and a rooftop garden that is open to all. To ensure that the building is truly patient-focused, patients have been involved in both the design of the building and how the services within it operate.

The services we provide

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.

Some of the key services are:

- ◆ Cancer services
- ◆ Infectious diseases
- ◆ Neurosciences
- ◆ Oral health
- ◆ Women's health.

Our Staff

The Foundation Trust has a combined staff of over 8,000. Around 19% are doctors and dentists, 34% nurses or midwives; 14% are allied healthcare professionals; 9% are scientific and technical staff, and the remainder clinical and general managers and support staff. Key services such as catering, portering and domestic services are provided by private sector partners.

Our Patients

Every year we treat close to 100,000 patients in hospital, either as inpatients or day cases. We also see nearly 700,000 outpatients per year. The majority of our patients are from our closest health authority areas: Camden, Islington, Kensington, Chelsea, Westminster and Haringey and the north Thames area in general.

Further information about the Trust, its strategic direction and hospitals can be found on the Trust's Website: www.uclh.nhs.uk

Visits to the Hospitals

General enquiries, about the job or for an informal discussion about this post should be directed to Dr Roddy McMillan, Consultant in Oral medicine/ Facial pain on 0203 456 2303 or via email roddymcmillan@nhs.net.

Specialist Hospitals Clinical Board

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

- The National Hospital for Neurology & Neurosurgery
- The Royal National ENT and Eastman Dental Hospitals
- The Royal London Hospital for Integrated Medicine
- Women's Health including Elizabeth Garrett Anderson Wing
- Paediatric & Adolescent Services

The Board is the largest in the Trust with over 3,000 staff. It provides specialist services to patients all over the country as well as general services to the local population.

Eastman Dental Hospital & Institute for Oral Health Care Sciences

The Eastman Dental Hospital is a Division which sits within the Specialist Hospitals Board led by Dr Tim Hodgson, Medical Director. Although most patients are seen at the Royal National ENT and Eastman Dental Hospital, the hospital is integrated with the main UCLH campus. All theatre day case activity and inpatient care is undertaken on the main campus. The Maxillofacial team is split across the Eastman and UCLH site with the oncology work being undertaken at the UCLH site. Both teams work together to foster excellent patient care. The Eastman also has interface clinics with a number of the medical specialties in the main Trust eg Paediatrics and Haematology to ensure that oral health is an integral part of patient care. Jointly with the Maxillofacial team at UCLH, the Eastman provides trauma cover for surrounding hospitals, namely the Royal Free Hospital, the Whittington Hospital, St Mary's Hospital and Great Ormond Street Hospital for Children.

The Hospital is closely affiliated with the Institute, which is part of University College London and together they are known as the 'Eastman'. The Institute is a unique postgraduate centre for oral health care sciences offering first class research, teaching and clinical training and jointly the Eastman is able to enhance the experience of those working and training at the forefront of clinical research and patient care. The hospital also incorporates the Burkhart School of Dental Hygiene and Dental Therapy and the School of Dental Nursing which have recently merged offering high quality training for all members of the dental team. The training experience of all is enriched by the high demand on our services. Approximately 80,000 patients are seen annually as outpatients in the Eastman Directorate.

Clinical Departments (Units)¹

Growth and Development: which comprises orthodontics, orthognathics and paediatric dentistry

¹ Functional groups are known as units within the Eastman Dental Institute in accordance with University College London practice. However within UCLH Trust, they are referred to as departments. Both terms are used in the document

Oral Surgery

Oral Medicine & Oral Pathology, Special Care Dentistry

Restorative: which comprises fixed and removable prosthodontics (including conservative dentistry), endodontics, implantology, periodontology, and training for dental care professionals

The clinical Department/Units cover all aspects of dentistry and medically related fields. In addition to the traditional subjects novel academic departments supporting clinical advancements and new areas of training include:

- Biomedical Informatics
- Continuing Professional Development
- Information Technology
- Primary Care Dentistry

Various training programmes are available including several which are recognised as contributing to specialisation. These include:

- Conservative Dentistry
- Dental Implantology
- Endodontics
- Oral and Maxillofacial Surgery
- Oral Medicine
- Oral Pathology
- Orthodontics
- Paediatric Dentistry
- Periodontology
- Prosthetic Dentistry
- Prosthodontics
- Special Care Dentistry
- Surgical Dentistry

Main Duties and Responsibilities / Job Plan

The post-holder will be accountable to the Divisional Clinical Director and report to their Educational Supervisor / Clinical Lead. The post is within the Dental Medicine team at the Royal National ENT and Eastman Dental Hospitals which sits within Specialist Hospitals Clinical Board.

The post will be primarily for specialty training in oral medicine combined with meeting the clinical service needs of the oral medicine and facial pain service.

The post holder will also need to ensure that appropriate quality assurance structures and governance are in place and any variations in the service delivery and need are raised with the Educational Supervisor / Clinical Lead and the Clinical Director immediately. The post holder will ensure that the appropriate patient pathways defined for the internal referral of patients who require such treatment are in place and will also play a key role in supporting consultant led clinics at the Royal National ENT and Eastman Dental Hospitals.

Job Plan

The post holder will work under the direction of the Consultants in Oral Medicine and Facial Pain and be directly responsible to their Educational Supervisor / Clinical Lead. He or she will be expected to:

Educational:

- The post holder will be expected to enrol and maintain a portfolio with the Intercollegiate Surgical Curriculum Programme (ISCP) - [ISCP](#) and maintain an anonymised clinical logbook throughout training.
- The post holder will be accountable to their assigned Educational Supervisor and will meet regularly with their supervisor to assess training progression.
- The structure of the post holder's specialty training will follow that as described in the Dental Gold Guide 2023; the post holder must be familiar with the content of the Dental Gold Guide prior to and throughout their training - [Dental Gold Guide 2023 - COPDEND](#)

Clinical:

- Provide a courteous and efficient Oral Medicine and Facial Pain service to all users by actioning all enquiries & queries accurately and promptly thus enabling patients, referrers and clinicians needs to be met/exceeded
- Provide high quality management for Oral Medicine and Facial Pain patients
- Be available to work during the standard working hours of the service – between 08.30 and 19.30
- Support the oral medicine biopsy clinics
- Be directly involved in the administration of patient investigations according to departmental operating procedures e.g. blood testing, imaging, biopsy
- Deliver the clinical protocols for all patients undergoing Oral Medicine and Facial Pain to ensure that processes and procedures in place conform to local and national standards
- Ensure that the whole team is aware of the process and protocols in place for a patient requiring Oral Medicine care
- Undertake continuing professional development / local mandatory training and be aware of any new clinical developments in dentistry, and to regularly update his/her skills and clinical practice.
- Undertake teaching and training in oral medicine for all levels of staff which will include clinicians, trainees as well as support staff

Quality Assurance & Safety

- Develop quality improvement and audit projects in keeping with hospital policies
- Contribute towards developing, monitoring and reviewing the service including preparing reports as required
- Ensure that all paper records are written legibly / electronic records are completed fully with all relevant data are documented
- Conform to the Trust incident reporting guidelines
- Maintain an awareness of the ongoing changes in relation to Oral Medicine and Facial Pain practise
- Deliver the service provision to ensure that NHS service delivery targets are met
- Undertake any training necessary to fulfil duties of the post, including mandatory training e.g. basic life support, fire training and data protection

Administrative:

- Undertake all patient related administration in keeping with locally agreed timeframes to support clinical care
- Deal with complaints efficiently and effectively in line with Trust guidelines under supervision of the relevant Consultant
- Attend all departmental/divisional and hospital meetings
- Undertake effective communications with all users of the service, including referrers

General

- To act with probity and professionalism in adherence to general medical council (GMC) 'good medical practice' standards / general dental council (GDC) 'focus on standards' principles.
- To be familiar with and adhere to the UCLH trust values
- To comply with the Trust's Diversity & Equality Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times and apply Trust values at all times.
- To take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and adhering to incident reporting policy and procedure.
- To take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage and to comply with the Trust's Standing Financial Instructions (SFIs).
- To comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps.
- To be aware of and adhere to all Trust policies and procedures, the health and safety at work act and the general data protection regulations

Other

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract. The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Trust's appraisal process, which includes

Proposed Timetable:

Provisional Timetable:

	Mon	Tue	Wed	Thu	Fri
AM 8:30-12:30	Late Start / SPA	Direct clinical care clinic	Facial pain MDT / Direct clinical care clinic	Direct clinical care clinic	Direct clinical care clinic
PM 13:15-17:15	Direct clinical care clinic	SPA	Direct clinical care clinic	SPA / Clinical Administration	SPA
Evening 17.30 – 19.30			Direct clinical care clinic		

SPA – supplementary professional activities

MDT – multidisciplinary team meeting

The post holder will have regular rota reviews with their Educational Supervisor – rota changes will be made in accordance with educational needs and service requirements. The post holder will be expected to be available to undertake part time placements in external units as part of their training.

Key Working Relationships**Divisional Clinical Director Royal National ENT and Eastman Dental Hospital**

Dr.Navdeep Kumar

Clinical Lead

Dr. Hana Cho

Consultants in Oral Medicine & Facial Pain

Dr Roddy McMillan

Dr Daniela Ion

Dr Martina Shephard

Professor Stephen Porter

Professor Stefano Fedele

Professor Joanna Zakrzewska

Dr Krupali Patel

Dr Priya Thakrar

Other

The job description is not intended to be exhaustive and duties will be altered from time to time in the light of changing educational and service requirements after consultation with the post holder.

The post holder will be expected to actively participate in regular educational appraisals and set objectives in conjunction with their Educational Supervisor. Performance will be monitored against set objectives.

Basic Pay and Pay Thresholds: Basic pay is **TBC** and, subject to satisfactory job planning and review, will rise through annual threshold increases to **TBC**. London Weighting is currently **TBC** per annum. Part-time registrars will be paid pro rata to the thresholds described above, based on the number of agreed weekly Programmed Activities. The starting salary for new registrar appointments will be at the minimum of the payscale in accordance with the terms and conditions.

The Trust is entitled at any time to deduct from the post-holders' salary, or any other monies payable to the post-holders by the Trust, any overpayment of salary or wages, under-deduction of charges, over-payment of holiday entitlement or any other sum which the post-holders may owe to the Trust and, if this is insufficient, the Trust may require payment of the balance.

UCLH's 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. We shall check that shortlisted candidates for this post confirm their:

- * 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 UCLH's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

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 Act's 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.

UCLH 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), UCLH 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 UCLH'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. Any affected professional who accepts an offer to join UCLH is encouraged to speak to the team as a priority.

Insurance Policy

UCLH 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) UCLH 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.

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.

Job Sharing

UCLH has a job sharing policy under which all posts are open to job sharing, with or without a job share partner.

Health and Wellbeing

UCLH is committed to proactively consider how we can best encourage and safeguard the health and wellbeing of all our staff. We operate a no smoking policy which does not allow smoking in any of our property or in ground in which it is located. . We have a comprehensive staff support programme for staff who wish to give up smoking and our occupational health team will offer dedicated personal support to any smoker who wishes to give up smoking and/or improve their wellbeing.

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.

Staff Nursery/Crèche

UCLH has childcare provision at two nurseries for employees. The nurseries are based in the following areas:

- The Mousehole nursery (23 Devonshire St.)

Places at these nurseries are available for babies and children aged 4 months – 5 years. If a place is not immediately available we shall be happy to consider alternatives options with you.

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. Contribution rates for an individual on the consultant contract would currently start at 9.9%, but the real cost is lower because of the tax relief on contributions and the lower rate of National Insurance contributions paid as members opt out of the State Earnings Related Pension Scheme. Further details are available from the NHS Pensions Agency website, accessible via <http://www.nhsbsa.nhs.uk/pensions>

Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

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	Develop through learning	Innovate and research
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Person Specification

The person specification is described by the National Oral Medicine Specialty Training Recruitment process which is administered by the Medical and Dental Recruitment Service (MDRS) - [Oral Medicine | Dental Hub \(hee.nhs.uk\)](http://hee.nhs.uk)