

## 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>	Full Time for 24 months 40 hours per week full time or LTFT job share Hours:
<b>Main training site:</b>	Eastman Dental Hospital (6 sessions)
<b>Other training site(s):</b>	Croydon University Hospital (4 sessions)

### Organisational Arrangements

<b>Training Programme Director (TPD):</b>	Sofia Ahmad
<b>TPD contact details:</b>	Sofia.Ahmad9@nhs.net
<b>Regional Associate Postgraduate Dental Dean (Dental Core and Specialty Training)</b>	Helen Tippet
<b>Associate Dean contact details:</b>	Workforce, Training and Education (WT&E) NHS England (London and Kent, Surrey and Sussex) 10 South Colonnade, Canary Wharf, London, E14 4PU.  Email: Helen.Tippet1@nhs.net

### Training Details

**Education and Training**

This post is suitable for those who wish to further develop their practice in orthodontics and undertake training to consultant level. The post offers a broad experience of all aspects of orthodontics and provides an exciting opportunity to develop and enhance the services provided to the local community. Duties include both clinic and MDT meetings, with involvement in teaching and mentoring more junior staff.

The post holder is expected to treat a range of patients in accordance with departmental guidelines. The post holder will be encouraged to develop their clinical skills and progress in the post, taking on increasingly complex patients and caseload. Whilst service delivery is important, contributions to the wider Trust in fields such as audit, outcomes, research management and teaching will be encouraged.

**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. 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 two year period.

**Main Training Site: Eastman Dental Hospital**

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 ENT & Eastman Dental Hospital](#)
- [Royal London Hospital for Integrated Medicine](#)
- [Hospital for Tropical Diseases](#)
- [National Hospital for Neurology and Neurosurgery](#)

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 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 [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.

## **Terms and Conditions: The Eastman Hospital 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 Act 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 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.

**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>.

## Second Training Site: Croydon University Hospital

### Introduction & Background

This is a Post-CCST training post to provide specialist Multi-Disciplinary Orthodontic care and training for Hospital based Consultant practice. There is excellent specialist practice provision in the area and the treatment within the unit is almost entirely multidisciplinary. The post-holder will be expected to work closely with Maxillo-Facial, Oral Surgical and Restorative Colleagues.

A large new refurbishment to the department was completed in early 2017.

### The Department of Hospital Dentistry and Oral and Maxillofacial surgery

The department has 3 Consultant led specialties: Orthodontics, Restorative Dentistry and Oral and Maxillofacial Surgery incorporating oral surgery. Each department provides an advice and treatment service to the local GPs, specialists, and the other hospital departments.

The unit is actively involved in teaching and training in all three disciplines. This is mainly at Dental Foundation, Specialist Registrar, Post-CCST levels but there are a number of Specialty Doctors working in the unit and the department has close links with primary care postgraduate training. The Orthodontic Consultants contribute to the organisation of Croydon Orthodontic Group for postgraduate education.

**Maxillofacial surgery:** A full range of specialist surgical services are provided by a consultant-led team. Secondary care diagnosis and treatment services are provided on an outpatient and day case basis. The team works closely with other departments such as Hospital Dentistry and Dermatology to provide comprehensive patient care. There are 5 maxillofacial consultants.

Mr. Mehmet Manisali provides Orthognathic surgery with multidisciplinary consultation on site. The surgery takes place at St George's Hospital. There is multidisciplinary Orthognathic clinic per month.

**Oral surgery:** This is a consultant led service under the care of the above consultants but delivered by a team led by Ms Julia Radecki, associate specialist, supported by 5 specialist staff grades. A full range of paediatric and adult dentoalveolar advice and surgery is provided under local anaesthetic and day care surgery. There are 2 multidisciplinary clinics with Orthodontics per month.

Minor Oral Surgery under LA takes place in the outpatient unit and there is one session per week of sedation treatment for those patients requiring restorative treatment who are unable to tolerate treatment under LA.

A&E referrals for Maxillofacial trauma and emergency cases from general dental/medical practitioners are dealt with daily. The department has greatly expanded over the last eight years, as has the range and quality of services that it provides.

**The Restorative Dentistry Service:** This is consultant led and provides diagnosis, assessment, advice, and where appropriate, treatment for the full range of Restorative problems. The department undertakes multidisciplinary care of patients with the other specialties of Orthodontics and Oral and Maxillofacial surgery. There is 1 multidisciplinary clinic with Orthodontics per month.

There are two Consultants in Restorative Dentistry present with a team of Specialty Doctors. Secondary care Restorative treatment is provided including oncology support, periodontics, endodontics, crown and bridge and prosthodontics.

**Orthodontics:** This is a Consultant led highly specialized service and treats primarily multidisciplinary cases requiring advanced Restorative treatment, Orthognathic surgery or Oral Surgery. Some patients with complex medical histories or other special needs are also treated. The department has excellent relationships with the local GPs and specialists and provides a comprehensive advice service on all aspects of Orthodontics. All routine Orthodontics, including difficult cases, is referred to the local specialists for treatment. The department trains two senior specialist registrars (post-CCST) linked to the Eastman Dental Hospital. There is one Specialty Doctor providing an advanced treatment service under consultant supervision.

The department is linked to the Regional Cleft Service at Evelina Hospital and carries out the Orthodontic component of treatment for local patients with cleft lip and palate.

### The Clinics



The current department consists of an 8-surgery facility used primarily by the orthodontic services and the restorative services. These chairs are equipped to a high level. There is a large single consultation room used primarily for MDMs and teaching clinics. There is also a large training room attached to the clinical area for lectures, tutorials, and meetings.

The Oral surgery suite consists of 2 large surgeries one of which is equipped for sedation and there are 2 further linked rooms for preparation, administration, storage, and staff relaxation. There is also a new 5 room hub for consultations.

There is a dedicated secretarial office, a reception area with 2 receptionists. There are 3 consultant offices. There are 2 medium sized waiting rooms and there is a four-place laboratory adjacent the clinical facility. There is a staff room for nurses, office for the senior nursing team and a further office for the specialist registrars and associate specialists. In addition, there is a small well-equipped kitchen for the use of the staff.

The department is fully computerized.

**Computer access:** All offices and all chairs have dedicated computer access for administrative purposes and the Trust has plans to provide digital radiography.

### **General:**

The post holder will be expected to work with their Colleagues to promote the highest standards in orthodontic care.

They will be expected to carry out their own personal treatment on patients requiring specialist care most of which will be multi-disciplinary in nature.

### **Research, audit & Clinical Governance CUH**

The post holder is expected:

To comply with the Trust's Clinical Governance Policy and to participate in relevant multidisciplinary audit project,

To undertake Clinical Risk Management and Clinical Governance activities of the Trust.

The department takes part in the monthly trust wide clinical governance programme which involve activity monitoring, trust-based audit, departmental administrative meetings, and relevant clinical teaching. The department also is actively involved with the regional multi-disciplinary clinical effectiveness group for the 'Southwest Thames' region which meets 3 times a year. All members of staff are actively encouraged to take part in and organise audit projects and research.

There is an annual prize for research on the Hospital Research Day. Research and audit interests will be strongly encouraged.

**Teaching and training facilities** The Trust has a post graduate medical and dental centre virtually adjacent to the department with first rate lecturing and library facilities. There is a 10-place dental clinical skills laboratory used for hands on courses within the very active post graduate programme for GDPs.

**External linkages:** the staff of the department take an active role with the Oral health advisory committee, the local post graduate dental education committee, the local Orthodontic committee (managed clinical network) and the Croydon Orthodontic Group.



**Staff involved in training:**

<b>Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Role</b>
<b>The Eastman</b>			
Miss P Acharya	Consultant	EDH	Educational & Clinical supervisor
Ms S Aghababaie	Consultant	EDH	Clinical Supervisor
Ms R Bharmal	Consultant	EDH	Clinical Supervisor
Miss M Cedro	Consultant	EDH	Educational & Clinical supervisor
Miss J Collins	Consultant	EDH	Clinical supervisor
Mr I Gill	Consultant	EDH	Clinical Supervisor
Miss S Hodges	Consultant & Clinical Lead	EDH	Educational & Clinical supervisor
Mr H Moseley	Consultant	EDH	Clinical Supervisor
Mr J Noar	Consultant	EDH	Clinical Supervisor
MS K Parker	Consultant	EDH	Clinical Supervisor
Dr F Ryan	Consultant	EDH	Clinical Supervisor
MS R Shah	Consultant	EDH	Clinical Supervisor
MS E Watt	Consultant	EDH	Clinical Supervisor
Mr R Conville	Locum Consultant	EDH	Clinical Supervisor
Dr J Shute	Consultant Liaison Psychiatrist	EDH	
Ms R Bilimoria	Hospital Practitioner	EDH	Clinical Supervisor
Ms S Javaid	Hospital Practitioner	EDH	Clinical Supervisor
Mr A Shah	Hospital Practitioner	EDH	Clinical Supervisor
<b>Academic Staff</b>			
Prof S Cunningham	Hon Consultant	EDH	Clinical Supervisor
Prof A Tschilaki	Consultant	EDH	Clinical Supervisor
Mr R Smyth	Consultant	EDH	Clinical Supervisor
<b>Croydon</b>			
Mr M Chia	Consultant & Clinical Lead	CUH	Educational & Clinical supervisor
Miss S Stephens	Consultant		Clinical Supervisor

Miss K Parker	Consultant		Clinical Supervisor
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**Indicative timetable**

(The Timetable is subject to change within the SAC guidelines)

	Monday	Tuesday	Wednesday	Thursday	Friday
am	EDH Admin	EDH NP Clinic	CUH Treatment	EDH Supervision	CUH *Teaching (1:2)  MDT (Dentoalveolar/ Orthognathic)
pm	EDH Treatment	EDH Treatment	CUH New patient clinic / Orthodontic- Restorative MDT / Admin	EDH Treatment	CUH Treatment

STs 4-5 will also be timetabled to attend, or attend by arrangement the following MDTs at EDH:

- Craniofacial
- Cleft clinics (by arrangement at GOSH)
- Hypodontia
- Orthodontic-Paediatric dentistry
- Orthodontics-Periodontics
- Orthodontics-Restorative dentistry
- Orthognathic

**Annual and Study Leave**

Annual and study leave will be pro-rata shared across both Trusts.  
Application for both will be as per departmental policy at each site.





*Health Education England*