

Orthodontic Training Programme

Job Description

Post Details

HEE Office:	London
Job Title:	Specialty Trainee in Orthodontics ST4
Person Specification:	NRO to complete
Hours of work & nature of Contract:	Full Time for 24 months 40 hours per week full time or LTFT job share Hours:
Main training site:	Royal Surrey NHS Foundation Trust, Guildford (6 sessions)
Other training site(s):	Eastman Dental Hospital (4 sessions)

Organisational Arrangements

Training Programme Director (TPD):	Sofia Ahmad
TPD contact details:	Sofia.Ahmad9@nhs.net
Regional Associate Postgraduate Dental Dean (Dental Core and Specialty Training)	Helen Tippet
Associate Dean contact details:	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: Royal Surrey NHS Foundation Trust, Guildford

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.

Clinical Staff Orthodontic Team

Consultant	Mr Nigel G Taylor	0.8 WTE
Consultant	Miss Gursharan Minhas	0.8 WTE
Consultant	Mr Sukhraj Grewal	0.5 WTE
Consultant	Mrs Rosalind Jennings	0.15 WTE
Trust Associate Specialist	Mrs Bavani Vivekanandan	0.5 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 Maya Gurung	Orthodontic Nurse
Mrs Samjhana Guring-Pun	Orthodontic Nurse
Miss Hema Gurung	Orthodontic Nurse
Miss Nisha Thapa	Orthodontic Nurse
Mrs Bahareh Ghorabi	Orthodontic therapist

Technical Staff

Mr Edward Malton	Chief Maxillofacial technician
Mr Terry Jolly	Senior Orthodontic Technician
Mr Ross Kaighin	Orthodontic Technician
Mr Richard Eggelton	Senior Maxillofacial Technician

Secretarial Support

Mrs Emily Keeley

Mrs Jill Portlock

Ms Alison Boyles

Reception Staff

Mrs Lesley wood

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 Daniel Van Gijn

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)

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 Specialists 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 Dentists and with 3 orthognathic clinics, 2 Cleft palate clinics, a Restorative and also a dentoalveolar clinic monthly. Guildford is a designated local site within the cleft network for South Thames. MDT 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.

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 4 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 within the department. 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 with full digital work flow for orthognathic surgery planning. 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.

Second Training Site: The 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 Directorate's 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

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 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>.

Staff Involved in Training

Name	Job Title	Site	Role
Royal Surrey Guilford			
Mr Nigel Taylor	Consultant	KH	Educational Supervisor
Miss Gursharan Minhas	Consultant & Clinical Lead	KH	Clinical Supervisor
Mr Sukhraj Grewal	Consultant	KH	Clinical Supervisor
Mrs Rosalind Jennings	Consultant	KH	Clinical Supervisor
Eastman Dental Hospital			
Miss P Acharya	Consultant	EDH	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	Educational & 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
Academic Staff			

Prof S Cunningham	Hon Consultant	EDH	Clinical Supervisor
Prof A Tschilaki	Hon Consultant	EDH	Clinical Supervisor
Mr R Smyth	Hon Consultant	EDH	Clinical Supervisor

Indicative timetable

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

Week 1					
	Monday RSH	Tuesday RSH	Wednesday EDH	Thursday RSH	Friday 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

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 a



Health Education England