

## The Royal National ENT and Eastman Dental Hospitals

Paediatric Dentistry  
47-49 Huntley Street  
London  
WC1E 6 DG

Website: [www.uclh.nhs.uk](http://www.uclh.nhs.uk)

### Job Description

Job title:	Post CCST Specialty Registrar in Paediatric Dentistry
Division:	Royal National ENT and Eastman Dental Hospitals
Board/corporate function:	Specialist Hospitals Clinical Board
Responsible to:	Clinical Lead
Accountable to:	Divisional Clinical Director
Hours per week:	Full-time (40 hours per week)
Location:	Paediatric dentistry and other UCLH sites/outreach clinics

## University College London Hospitals NHS Foundation Trust

University College London Hospitals is seeking to appoint a post CCST Specialty Registrar in Paediatric Dentistry with a commitment to high quality patient care, innovative service models, delivery of performance targets, and a desire to benefit from excellent education opportunities.

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 seven 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](http://www.uclh.nhs.uk)

## **The Royal National ENT and Eastman Dental Hospitals (RNENT & EDH)**

The Division of the RNENT and EDH have an overall Divisional Clinical Director and Divisional Manager. There are three sub-divisions of surgery, medicine and dentistry, each with their own General Manager and Clinical Director.

The Directorate lies within the Specialist Hospitals Board. 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. The services delivered by the Eastman Dental Hospital take place at 47-49 Huntley Street for the majority of outpatient care and all inpatient and day case work being undertaken on the main UCLH campus. The Directorate also 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 Eastman provides a number of outreach Restorative Services due to the increasing demand within this discipline, including close links with the Community Dental Services.

The Eastman, comprising of the Eastman Dental Hospital & Institute, is a unique postgraduate centre for oral health care sciences offering world class oral care, research, teaching and clinical training. The Institute is part of University College London and the Hospital is part of University College London Hospitals NHS Trust. Together they are able to enhance the experience of those working and training at the forefront of clinical research and patient care. Approximately 80,000 patients were seen as outpatients in the Eastman Directorate.

The specialist departments within the Eastman include the following, with each hosting various training programmes, several which are recognised as contributing to specialisation:

- Conservative Dentistry
- Periodontology
- Prosthodontics
- Endodontics
- Oral Medicine
- Oral Surgery/orthognathic maxillofacial surgery
- Paediatric Dentistry
- Special Care Dentistry

There is also an Education Department incorporating the schools providing DCP training, (Student Dental Nurses and the Dental Hygiene and Dental Therapy Training

#### Research Facilities

The Institute has extensive dedicated research facilities on site readily accessible to clinicians with an interest in research as well as those employed as researchers. There are facilities for:

- Anaerobic Bacteriology
- Impedence Measurement
- Materials Testing
- Nucleic Acid Technology
- Tissue and Cell Culture

Collaborative research is encouraged within UCL and beyond.

### Work and Interests of the Department of Paediatrics

The Department of Paediatric Dentistry forms part of the Division of Growth and Development. It has a first-class reputation for its patient care, teaching and research activities both nationally and internationally. The department undertakes specialist dental care for those under 16 years of age, providing advice and treatment, often of an advanced nature, in the field of Paediatric Dentistry for patients referred by general dental practitioners, community dental officers, dental specialist practitioners, other departments within the Eastman and a variety of paediatric medical specialties from UCLH and Great Ormond Street Hospital. A close and integrated working relationship with the other departments within UCLH is fostered thus facilitating optimum patient care.

The range of specialty services provided by the department includes:

Preventive advice and therapy  
Paediatric restorative dentistry

Pharmacological behaviour management techniques including inhalation sedation, intravenous sedation and general anaesthesia  
Care of medically compromised children and children with disability/learning difficulty  
Management of children with oro-dental trauma  
Management of children with complex dental anomalies  
Management of paediatric oral pathology

The following multidisciplinary clinics are held:

Hypodontia Clinic

Orthodontic-Paediatric Dentistry

Paediatric Oral medicine

Dental Anomalies clinics with a special interest in the diagnosis and management of inherited dental anomalies.

Paediatric dentistry has nine day-case operating sessions per week for comprehensive dental care and minor oral surgery under general anaesthesia. This includes three sessions per week for children with medical disabilities. Weekly IV sedation lists are held within a purpose built sedation unit.

The department is actively involved in teaching post graduate students, along with the specialty paediatric dental trainees and DCT's.

The department occupies 10 clinical chairs. The clinical activity is supported by a full complement of dental nurses, reception staff and administrative support and there are approximately 11,000 attendances annually. Regular departmental meetings are held and the department has a focus on using audit to improve quality and patient care.

The department has close links with Great Ormond Street with the potential for cross site working. We are committed to working closely with surrounding community dental services in North Central London (NCL). Joint treatment planning clinics/advice clinics are supported, joint pre-CCST specialty registrar training posts are in place and regular joint education sessions are held. All of these are part of our dedication to the vision of MCN and providing excellent care for NCL patients.

## **Departmental Staff**

### **Consultants:**

- Amanda O'Donnell – Clinical lead
- Adele Johnson
- Lexy Lynne
- Prabhleen Anand
- Isabelle Holroyd
- Suzanne Dunkley
- Urshla Devalia
- Cheryl Somani
- Professor Paul Ashley
- Professor Susan Parekh

### **Specialty Dentists in Paediatric Dentistry**

Ms Tanya Malkiel

Ms Andrea Aspinall

### **Dental Therapist:**

Bethany Harms

**Current Training posts:**

3 pre CCST StR  
1 pre CCST ACL  
2 post CCST  
DCT 1  
DCT 2

**Postgraduates (UCL)**

10 postgraduates undertaking the three year DDent in Paediatric Dentistry.

**General Manager**

Ms S Mandel

Ms M Campisova – Assistant General Manager

**Admin and Clerical Staff:**

Secretarial support is provided to all staff and the department is supported by a service delivery manager and a team of reception staff.

All staff have access to IT facilities.

The Paediatric Dentistry Department is supported by the Trust's Electronic Patient Record EPIC

**Training Opportunities**

The referral base provides the trainee with a diverse group of patients presenting with a wide range of clinical problems. The trainee will gain experience in the assessment and treatment planning of new patients with complex medical problems; behaviour management problems; dento-alveolar trauma; dental anomalies and oral pathology.

The departmental GA sessions provide experience in planning and delivering comprehensive dental care to children with complex medical needs. The post holder would have the opportunity to support planning and delivery of these lists, working closely with pre-assessment staff and anaesthetic colleagues. One of the consultants in paediatric dentistry is on the Oral Surgery Specialist list, and undertakes weekly oral surgery lists, this provides trainees experience in the management of more complex surgical cases.

The trainee would be expected to participate in multidisciplinary clinics such as the Hypodontia Clinic, Orthodontic & Paediatric Dental clinics, the Paediatric Oral Medicine clinic and the Dental Anomalies clinic. Senior trainees are expected to support the running of these clinics.

UCLH has general paediatric services and is a major centre for adolescent oncology and proton beam therapy. Trainees will have the opportunity to screen and plan care for this group of patients. The paediatric dental department has close links with Great Ormond Street Hospital (GOSH), working in collaboration to provide timely care for complex medical patients.

The trainee would be expected to undertake audit projects, research, submission of manuscripts for publication and quality improvement projects within their training period. Adequate time is built into the timetable for these activities.

The trainee would be expected to participate in monthly departmental teaching meetings and the monthly departmental Clinical Governance meetings.

The department is supported by a full complement of dental nurses, a play specialist, dental therapists, reception staff and secretaries.

### Provisional Timetable

Clinics currently run from 08:30 to 12:30, 13:15 to 17:15 .  
The General Anaesthetic service runs from 7.30am till 6 pm.

#### Year 1:

Day	Time	Activity	Consultant Cover
Monday	am	GA special needs list	Ms Lyne
	pm	Admin	
Tuesday	am	Consultant Clinic	Ms O'Donnell Ms Johnson
	pm	IS Treatment session	
Wednesday	am	Hypodontia MDT clinic 1:2 / Anomalies clinic 1:2	Mrs Anand / Prof Parekh
	pm	Research/study session	
Thursday	am	GA- surgical list	Mrs Anand
	pm		
Friday	Am	Treatment clinic	Ms Lyne/Mrs Holroyd
	pm	Staff meeting and clinical governance week 1 Dept Journal Club and teaching week 3 Audit/QIP weeks 2 & 4	

#### Year 2:

Day	Session	Activity	Consultant Cover
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<b>Monday</b>	<b>am</b>	Consultant clinic	Prof Parekh/Miss Dunkley/Ms Johnson
	<b>pm</b>	Treatment clinic 1:2 Audit/QIP 1:2	
<b>Tuesday</b>	<b>am</b>	Treatment Clinic	Ms O'Donnell/ Ms Johnson
	<b>pm</b>	Admin	
<b>Wednesday</b>	<b>am</b>	GA special needs list	Ms A. Johnson/ Ms Lyne
	<b>pm</b>		
<b>Thursday</b>	<b>am</b>	oral medicine clinic 1:2/ Otho -paeds clinic 1:2	Miss A Johnson Ms Lyne
	<b>pm</b>	Research/study session	
<b>Friday</b>	<b>am</b>	IS Treatment session	Ms Lyne/Mrs Holroyd  Mrs Anand
	<b>pm</b>	Staff meeting and clinical governance week 1 Dept Journal Club and teaching week 3 Treatment session weeks 2&4	

### On Call Rota

There is no on-call requirement for this post

### Other

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.

You will be expected to actively participate in appraisals and set objectives in conjunction with your Educational Supervisor.

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**

Clinical governance is assuming an ever-greater importance within the NHS, and within the Division and Trust. All consultants are expected to contribute to the development of governance in its widest sense.

The appointee will have an overriding duty of care to patients and is expected to comply fully with best practice standards. They have a responsibility 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. Knowledge, skills and behaviour in the workplace should reflect this.

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 and review of outcomes, working towards achievement of national and local performance management targets and complying with risk management policies.

The post-holder will also be responsible for maintaining satisfactory patient notes and, when relevant, for entering data on to 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 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.

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 Flexible Working 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.

### **Public Transport and Car Parking**

Our bases are within 5-10 minutes' walk of Warren Street, Great Portland Street or Euston stations. Our central London base limits our ability to offer car parking, yet spaces in secure car parking may be available and secure cycle spaces can also be allocated. Your recruitment contact shall happily check options for you.

### **Service Commitment**

UCLH expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times and to adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

### **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 for employees (The Mousehole nursery, 23 Devonshire St.) Places at these nurseries are available for babies and children aged 5 months – 5 years. If a place is not immediately available we shall be happy to consider alternatives options with you. More information [here](#).

### **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. Further details are available from the NHS Pensions Agency website, accessible via <http://www.nhsbsa.nhs.uk/pensions>

## Our Vision and Values

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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