

**POST-CCST TRAINING APPOINTMENT IN ORTHODONTICS**

**JOB DESCRIPTION**

<b>TITLE OF POST</b>	Post-CCST trainee in Orthodontics
<b>GRADE</b>	Specialty Registrar
<b>SPECIALITY</b>	Orthodontics
<b>FULL/PART TIME</b>	Full time (40 hours) 2 year post (minimum)
<b>TRAINING PROGRAMME DIRECTOR</b>	Mrs Anjali Patel
<b>BASES</b>	Sheffield Teaching Hospitals NHS Foundation Trust Nottingham University Hospitals NHS Trust

Whole-time, non-resident specialty registrar (post-CCST) training appointment in Orthodontics based at the Charles Clifford Dental Hospital, Sheffield, incorporating the School of Clinical Dentistry of the University of Sheffield and Queen's Medical Centre, Nottingham.

The post is approved by the Postgraduate Dental Dean on advice as necessary from the Specialist Advisory Committee in Orthodontics of the Joint Committee for Speciality Training in Dentistry to build on existing training, leading to eligibility to apply for a Consultant appointment in the NHS.

The Specialty Registrar (post-CCST) training programme is normally for a term of two years, during which time work is monitored for evidence of satisfactory progress. The post is designed to prepare trainees for the Intercollegiate Specialty Board Exam in Orthodontics leading to the qualification FDS (Orth) and subsequent eligibility for appointment as a Consultant Orthodontist in the NHS.

The Postgraduate Dean has confirmed that the post has the required educational and staffing approval.

**Qualifications/experience required**

Registration with the General Dental Council and possession of M.Orth (or equivalent) in Orthodontics at the time of appointment is essential.

## **CHARLES CLIFFORD DENTAL HOSPITAL ORTHODONTIC SERVICE**

The hospital is situated to the west of the City Centre and forms part of the University teaching complex, which includes the Royal Hallamshire Hospital as well as being within the University Campus.

The Charles Clifford Dental Hospital and adjacent Royal Hallamshire Hospital are equipped to a high standard with digital radiology and a computerised operating management system. Specialist equipment including dedicated surgical microscopes are available, as is cone beam CT and ultrasound services. There is also a dedicated department for the Orthodontic Department.

The Hospital serves a resident population of approximately 538,000 and in addition, provides specialist services for a wider area, so this figure rises to approximately 672,000 when considering patients from adjacent districts. Specialist services are provided in the departments of Oral Medicine, Oral Microbiology, OMF Pathology, OMF Radiology, Oral Special Needs Dentistry and Oral Surgery, Restorative Dentistry, Orthodontics and Paediatric Dentistry.

### **THE ORTHODONTIC DEPARTMENT**

The department provides specialist orthodontic advice, routine and multi-disciplinary treatment and also provides clinical and didactic teaching in orthodontics at undergraduate and postgraduate levels.

The 15-chair Orthodontic Department is located on the first floor of the Dental Hospital. The Department has a multidisciplinary clinic area, 3 side surgeries and a covid secure open plan 9 chair polyclinic. There are separate undergraduate and postgraduate cephalometric tracing rooms, equipped with computer facilities for digitising lateral skull radiographs, storing digital images, orthognathic planning (Dolphin) and for medical audit (OPAS, TOPAS). All radiographs are digital and available on IMPAX. The Charles Clifford has access to Cone Beam CT and Digital Model scanning also. Digital camera equipment is available and there is a designated clinical photography area adjacent to the clinic.

### **RELATED FACILITIES**

Laboratory facilities are centralised within the building on the third floor. There is a well-equipped Dental Radiology department and Medical Illustration facilities are available, both within the Charles Clifford and at the nearby Royal Hallamshire and Children's Hospitals. Excellent library facilities are available in the University Medical and Dental Library within the Royal Hallamshire Hospital. In addition a limited number of reference books, journals, CAL programmes and a PC are available in the Clinic area, for general use.

There is office accommodation, access to a PC and secretarial support for this post.

## **STAFFING**

### **Sheffield Orthodontic Department NHS Staff**

#### **Consultants**

Ms Melanie Stern	BDS (Hons); MSc (Lond); FDS, FDS (Orth), MOrthRCS (Eng)
Mrs Catherine Brierley	BDS (Hons), MFDS, MOrth, FDS
Mrs Fiona Dyer	BChD (Hons); MMedSci (Sheff, Dist); FDS, FDS (Orth), MOrthRCS (Eng)
Dr Nicola Parkin	BDS; MMedSci (Sheff); PhD (Uni Sheff) FDS, FDS (Orth), MOrthRCS (Eng).
Ms Caroline Mc Carthy	BDS; MSc (Lond); FDS, FDS (Orth), MOrthRCS
Ms Sangeeta Misra	BDS, M Clin. Dent Sci. (Paedo, Leeds), MFDS (RCS Eng), IQE (London), MOrth (RCS Eng), MPhil (Orth, Manch), FDS Orth (RCPS Glasgow)
Mr Tom Frawley	BDS, MFDS, M Clin Dent, M Orth, FDS Orth

#### **Specialty Dentists**

Ms Rachael Benson	BDS MSc MFDS; MOrthRCS
Mrs Paula Murray	BDS MSc MFDS; MOrthRCS

#### **Other Hospital Staff**

- Three Senior Specialist Registrars (post CCST) in Orthodontics rotating to Mexborough/Chesterfield/Derby
- Four Specialist Registrars in Orthodontics rotating to Derby/Nottingham/Lincoln
- Four Orthodontic Therapists

#### **University Staff**

#### **Professor in Orthodontics Post Vacant**

#### **Clinical Tutor**

Mrs Paula Murray	BDS MSc MFDS; MOrthRCS
Lecturer:	Vacant
Academic Clinical Fellow	Vacant



## **NOTTINGHAM UNIVERSITY HOSPITALS NHS TRUST**

### **Vision**

At Nottingham University Hospitals, we have a clear vision of what we want to achieve as a Trust.

We will measure this in six areas:

- Clinical outcomes
- Patient experience
- Staff satisfaction
- Teaching and training
- Research and development
- Value for Money

### **Who we are**

Formed in 2006, we are now one of the biggest and busiest acute Trusts in England, employing 13,000 staff. We provide services to over 2.5 million residents of Nottingham and its surrounding communities. We also provide specialist services to a further 3-4 million people from neighbouring counties each year.

The Trust is made up of Queen's Medical Centre (QMC), Nottingham City Hospital and Ropewalk House.

- Queen's Medical Centre – our emergency care site (where our Emergency Department is located)
- Nottingham City Hospital – where our Cancer Centre, Heart Centre and stroke services are based and where we focus on planned care and the care of patients with long-term conditions
- Ropewalk House – where we provide a range of outpatient services, including hearing services

We have achieved a national and international reputation for many of our specialist services, including stroke, renal, neurosciences, cancer services and trauma. QMC is home to the Nottingham Children's Hospital.

The Trust has an annual income of £722.5million, 87 wards and circa 1,700 beds.

We are at the forefront of many research programmes and new surgical procedures. Nottingham is the only NHS trust and university partnership in the country to have three successful bids for Biomedical Research Units in hearing, digestive diseases, and respiratory medicine.

As a teaching trust we have a strong relationship with our colleagues at the University of Nottingham and other universities across the East Midlands, including Loughborough University. We play a vital role in the education and training of doctors, dentists, nurses, and other healthcare professionals.

### Values and behaviours:

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
<b>Caring and helpful</b> <ul style="list-style-type: none"><li>• <b>Polite</b>, respect individuals, thoughtful, welcoming</li><li>• <b>Helpful</b>, kind, supportive, don't wait to be asked</li><li>• <b>Listening</b>, informing, communicating</li></ul>	<b>Accountable and reliable</b> <ul style="list-style-type: none"><li>• Reliable and happy to be <b>measured</b></li><li>• <b>Appreciative</b> of the contribution of others</li><li>• Effective and supportive <b>team-working</b></li></ul>
<b>Safe and vigilant</b> <ul style="list-style-type: none"><li>• <b>Clean</b> hands and hospital so patients <i>are</i> safe</li><li>• <b>Professional</b>, ensure patients <i>feel</i> safe</li><li>• <b>Honest</b>, will speak up if needed to <i>stay</i> safe</li></ul>	<b>Best use of time &amp; resources</b> <ul style="list-style-type: none"><li>• <b>Simplify processes</b>, to find more time to care</li><li>• Eliminate <b>waste</b>, investing for patients</li><li>• Making <b>best use of every pound</b> we spend</li></ul>
<b>Clinically excellent</b> <ul style="list-style-type: none"><li>• Best outcomes through <b>evidence-led</b> clinical care</li><li>• <b>Compassionate, gentle</b>, see whole person</li><li>• <b>Value patients' time</b> to minimise waiting</li></ul>	<b>Innovation for patients</b> <ul style="list-style-type: none"><li>• Empowerment to act on <b>patient feedback</b></li><li>• Improvement led by <b>research</b> and <b>evidence</b></li><li>• <b>Teaching</b> the next generation</li></ul>

## DEPARTMENT DESCRIPTION

### 1. Introduction

The Orthodontic Department is situated within the Maxillo-facial unit and based on the Queen's Medical Centre campus. QMC is situated 2 miles west of the city centre and 4 miles east of the M1 motorway. It also has excellent local transport links by road, bus, and a newly opened tram network.

The Maxillo-facial unit is a purpose built facility opened in 2002 and consists of the Maxillo-facial Department, Orthodontic Department and Restorative Department. The Orthodontic Department comprises a four-chair open plan design to permit close supervision of the trainees and therapists. There are also two side surgeries within the department, used primarily used for joint clinics. The Clinic is equipped for digital photography as well as having computer facilities for digitising lateral skull radiographs and storage of all digital photographs on a database software programme. We have a combined orthodontic-maxillofacial laboratory facility within the same area, complete with 3D planning software and 3 x 3D printers for the planning of complex MDT cases. There is a dedicated maxillofacial Radiology Department, close to our unit, which has the ability to take all necessary plain films and CBCT scans as required.

### 2. Clinical Staff

#### Orthodontic Staff

Consultant	Mr A M C Flett	1.0 WTE
Consultant	Mr S A Clark	0.6 WTE
Consultant (joint with Kingsmill Hospital, Mansfield)	Ms A E C Dyke	1.0 WTE

Post CCST registrar (Nottingham/Sheffield)      Vacant – converting from occupied ST1-3 post Oct 2022

Orthodontic Therapist      Amanda Sweet  
Diane Argyle

DCT attached to Orthodontics – 1 day per week

#### Oral and Maxillofacial Surgery Staff

Consultant	Mr I H McVicar
Consultant	Mr D Meeta
Consultant	Mr R O'Connor
Consultant	Mr D Srinivasan (Clinical lead)
Consultant	Mr S Rajapakse
Consultant	Ms H Aga
Consultant	Mr L Husseinalqamachi

Associate specialist	x 1
Staff grade	x 3
Specialty registrar	x 3
Clinical fellow	x 1
Dental foundation trainees	x 8
Clinical assistant	x 1

#### Restorative Dentistry Staff

Consultant	Mr NJ Poyser
Staff grade	x 1
Hygienist	x 1

### Laboratory Staff

Consultant MPT (laboratory manager)	Mr J Watson
Maxillo-facial prosthetic technician	x 1
Orthodontic technician	Mr S Hill
Maxillo-facial technician	x 1
Restorative technician	x 1

### Nursing staff

Departmental sister	Mrs Rebecca Tivey
Staff nurses	x 3
Senior dental nurses	x 3
Dental nurses	x12

## **3. Work of the Department**

The orthodontic department has a service commitment to provide orthodontic care for Nottingham and Nottinghamshire. The department provides comprehensive diagnosis, second opinion and treatment service for a case mix with emphasis in the areas of orthognathic surgery, facial deformity including management of cleft lip and palate, TMJ replacement, sleep apnoea and hypodontia.

The local orthodontic referral pathway set in place in the 2007 restricts the treatment provided by the orthodontic department to complex and multidisciplinary cases only with routine cases being managed by a network of local specialist practitioners.

Consequently, the orthodontic department provides excellent opportunity for multi-disciplinary care working with maxillo-facial surgeons, restorative dentists and the regional cleft unit which is located on Nottingham University Hospitals' City Campus. In order to support this care, there are two joint orthognathic clinics per month, a monthly orthognathic MDT, two joint restorative clinics per month and a monthly cleft clinic with bi-monthly alveolar bone grafting clinics.

## **4. Teaching and Training**

The department is committed to teaching and training. The Maxillo-facial department has 3 Specialty Registrars, one clinical fellow, 4 SAS surgeons and 8 dental foundation trainees.

The orthodontic department has chairside computers linked to the Trust's Information System, digital dictation, digital radiographs and Dolphin Digital Imaging™ networked throughout the department and are all linked to a colour laser printer.

The Maxillo-facial unit has its own dedicated radiography department and radiographers with digital panoramic, lateral cephalometric and intra oral radiographic equipment and CBCT imaging.

Photographic facilities are also available with digital clinical cameras available within the orthodontic department and access to 3D photography from the onsite Department of Medical Photography.

The orthodontic specialty registrar has access to their own personal office within the orthodontic department, with computer access to the Trust Information Systems, digital dictation, digital radiographs, Dolphin, Microsoft Office, the internet and is linked to a number of colour and monochrome laser printers. The trainee will have access to the departments 90D Canon macro lens camera to record the progress of their cases.

Within the Maxillo-facial unit there is a purpose-built laboratory with a dedicated orthodontic technician and four other technicians. Digital model scanning and 3D printing is available within the laboratory. We are converting our department to become plaster free and so have purchased an intra oral scanner to facilitate the creation of digital study models for analysis or manufacture of orthodontic appliances.

The Maxillo-facial unit also has its own seminar room with access to a data projector for teaching.

Secretarial support is provided via the departmental secretarial staff in order to assist the post holder with administrative duties associated with the care of their patients.

## **5. General duties**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

### **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control. In light of the Covid-19 pandemic the orthodontic poly-clinic and side surgeries have been equipped with high volume air scrubbers to ensure a safe working environment for all.

### **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

### **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

### **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

### **General Policies Procedures and Practices**

To comply with all Trust policies, procedures, and practices and to be responsible for keeping up to date with any changes to these.

## **6. Job revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.



## **GENERAL DESCRIPTION OF POST AND TIMETABLE**

### **Job Title:**

Post-CCST Trainee in Orthodontics:

### **The Post**

- a. The post is a career training post based at the **Charles Clifford Dental Hospital, Sheffield** and the **Queen's Medical Centre, Nottingham**.
- b. The duties involved are the orthodontic care of patients with malocclusions, dental and facial deformity. There is a commitment to care of cleft palate patients, and patients requiring orthognathic surgery.
- c. The individual appointed should have a proven experience in other dental specialties in both hospital and general practice. The appointee will have completed a three year recognised training programme, have passed the M.Orth examination or equivalent, and be on the Specialist Register in Orthodontics held by the General Dental Council.

### **The Training Scheme**

The Training Programme is a full-time programme and is a new post.

### **Hours of Duty**

The post is 10 sessions (40 hours) per week. 8 sessions will be spent on direct clinical care. 2 sessions will be assigned for supporting professional activity/admin/research.

Clinics normally run from 9.00 am to 12.45 pm and 1.45 pm to 5.00 pm.

It will be the post holder's responsibility to ensure that all interested parties are given at least eight weeks' notice for alteration of their programme. The appointee will also be expected to take a fair proportion of leave across both Trusts, in line with the split across the two sites.

### **Key Duties and Responsibilities**

Specific duties will be decided by the responsible consultants and may vary with the circumstances existing from time-to-time and the developing interests and abilities of the post-holders. Regular duties include: -

1. New patient assessment clinics to be carried out in conjunction with the relevant consultant.
2. Personal treatment sessions under the guidance and treatment plan of the responsible consultant.
3. Involved in the management, administration, and attendance of various joint interdisciplinary clinics (orthognathic, restorative and cleft) both at the regional unit and teaching hospitals on a rota system with the regions other post-CCST specialty registrars.
4. To write appropriate letters to general dental and medical practitioners as and when required to do so by the consultants.
5. To take part in audit procedures yearly at both units and be prepared to present findings at local and regional level.
6. Attend Local and Regional Study Circle meetings / Managed Clinical Networks. The post holder would be expected to attend national orthodontic meetings.
7. To take part in postgraduate teaching and supervision of other dentists and trainees. The post holder would be recommended for an honorary university appointment in the Department of Oral Health and Development.
8. The post-CCST specialty registrars will be encouraged to undertake small clinical research projects with a view to publication and to prepare a series of interesting case reported either for presentation at meeting or for publication.
9. Complete the Intercollegiate Speciality Fellowship Exam within the training period of two years.

**Timetable for Post CCST Specialty Registrar in Orthodontics at Queen's Medical Centre and Charles Clifford Dental Hospital  
2022-2024**

<b>Monday</b> <b>QMC</b>	<b>Tuesday</b> <b>QMC</b>	<b>Wednesday</b> <b>QMC</b>	<b>Thursday</b> <b>CCDH</b>	<b>Friday</b> <b>CCDH/QMC</b>
1:2 AF Rx clinic (1:8 AF JCC hypodontia) 1:2 SAC New pts / Rx clinic	2:4 SAC New pts / Rx clinic 2:4 AED New pts / Rx clinic	AF 2:4 Rx clinic 2:4 New pts	4:4 Rx clinic CMc  (AF OGN clinics every 2 months @ QMC)* (AED OGN clinics monthly @ KMH)*	Week 1 – Cleft QMC Week 2 – Alternate months – ABG clinic QMC or CCDH New pts/supervision  Week 3/4/5 CCDH – Journal club Wk 2/4 New pts/ UG+PG supervision NAP/CB  (SAC OGN Clinics every 2 months @ QMC)*
1:2 AF Rx clinic 1:2 SAC Rx clinic (1:8 SAC JCC Hypodontia clinic)	2:4 SAC Rx clinic 2:4 AED Rx clinic	AF 2:4 Rx clinic  2:4 Study	2:4 Rx clinic CMc  2:4 Study	4:4 Cleft admin/Study

**QMC** = Queen's Medical Centre, Nottingham **CCDH** = Charles Clifford Dental Hospital, Sheffield

**AF** = Mr A Flett, **SAC** = Mr S Clark, **AED** = Ms A Dyke, **FMD** = Mrs F Dyer,

**CB** = Mrs C Brierley **NAP** = Ms N Parkin **CMc** = Ms C McCarthy

**\* = Attendance and swap of duties to attend joint**

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

## **CONDITIONS OF SERVICE**

The appointment is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) as amended from time to time, and also such other policies and procedures which may be agreed by the specific Trusts.

The successful candidate will work in the units outlined above. As a consequence, he/she is expected to be aware of local policies and procedures and take note of the standing orders and financial instructions of those Trusts.

The Specialty Registrar salary scale is at present £33128\* per annum, rising by annual increments to a maximum of £47,949\* in accordance with the current nationally agreed salary scale. (Access to the top points of the Specialty Registrar pay scale may be withheld in cases of unsatisfactory performance)

\* rate as of 1 April 2021.

## **UNFORESEEN CIRCUMSTANCES**

In accordance with the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) paragraph 110, Junior Doctors shall be expected in the run of their duties, and within their contract and job description, to cover for the occasional and brief absence of colleagues as far as is practicable.

## **HEALTH CLEARANCE AND MEDICAL EXAMINATION**

This appointment is subject to medical fitness and the appointee may be required to undergo a medical examination and chest x-ray.

Potential applicants should be aware of the Department of Health and GMC/GDC requirements with regard to HIV/AIDS and Hepatitis viruses. The successful candidate must be immune to Hepatitis 'B' and will therefore be asked to provide in advance of appointment evidence of immunity to the Hepatitis 'B' virus.

Candidates are advised that they will be asked at interview whether they are aware of anything preventing them from fulfilling their professional commitment and this includes health.

## **RESIDENCE**

This is a non-resident post.

## **REMOVAL EXPENSES**

Hospitals in the region now operate their own policy for the reimbursement of relocation expenses.

You should not commit yourself to any expenditure in connection with relocation before first obtaining advice and approval from the Medical Staffing Department at your lead unit, otherwise you may incur costs which you will be unable to reclaim.

## **STUDY LEAVE**

This is granted in accordance with the recommended allowance subject to the maintenance of the service and to prior formal approval by the Director of Postgraduate Education of the Charles Clifford Dental Hospital.

## **ANNUAL LEAVE**

Specialty Registrars on the minimum, 1st or 2nd incremental points of their pay scale shall be entitled to leave at the rate of 5 weeks a year.

Specialty Registrars on the 3rd or higher incremental point on their pay scale shall be entitled to leave at the rate of 6 weeks a year.

## **NOTIFICATION OF TERMINATION OF EMPLOYMENT**

Specialty Registrars are required to give the Trust a minimum of three months' notice of termination of their employment.

The appointment is for one year in the first instance, renewable for a second year subject to satisfactory work and progress.

## **HEALTH AND SAFETY**

Each hospital involved in this rotation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees and in addition the business of the Trust shall be conducted so as to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to Trust premises and facilities are not exposed to risk to their health and safety.

All medical and dental staff under contract to the Trusts will be expected to comply with Regional and appropriate District and Trust Health and Safety Policies.

Arrangements will be made for the successful candidate to receive copies of the Health and Safety policies which are relevant to each Trust.

**CANDIDATES ARE INVITED TO ARRANGE AN INFORMAL VISIT BY CONTACTING: -**

**Charles Clifford Dental Hospital**

Dr Nicola Parkin/ Melanie Stern  
Consultant Orthodontist  
Charles Clifford Dental Hospital  
Wellesley Road  
Sheffield  
S10 2SZ

Tel: 0114 271 7879 (Secretary)  
e-mail – [n.parkin@nhs.net](mailto:n.parkin@nhs.net)  
[melanie.stern@nhs.net](mailto:melanie.stern@nhs.net)

**Queen's Medical Centre**

Mr Steven Clark/ Mr Andrew Flett  
Consultant Orthodontist  
Maxillo-facial Unit  
Queen's Medical Centre  
Derby Road  
Nottingham  
NG7 2UH

Tel: 0115 9249924 Ext – 68916 (Secretary)  
e-mail: [steven.clark@nuh.nhs.uk](mailto:steven.clark@nuh.nhs.uk)  
[andrewflett1@nhs.net](mailto:andrewflett1@nhs.net)

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