

**Orthodontic Training Programme  
Job Description**

**Post Details**

<b>HEE Office:</b>	Midlands and East
<b>Job Title:</b>	Specialist Trainee Registrar 4-5
<b>Person Specification:</b>	<a href="https://dental.hee.nhs.uk/dental-trainee-recruitment/dental-specialty-training">https://dental.hee.nhs.uk/dental-trainee-recruitment/dental-specialty-training</a>  <a href="#">Job Descriptions</a>
<b>Hours of work &amp; nature of Contract:</b>	Full-time 40 hours
<b>Main training site:</b>	Chesterfield Royal Hospital NHS Foundation Trust
<b>Other training site(s):</b>	Charles Clifford Dental Hospital – Sheffield Teaching Hospitals NHS Trust

**Organisational Arrangements**

<b>Training Programme Director (TPD):</b>	Anjli Patel
<b>TPD contact details:</b>	Consultant Orthodontist University Hospitals Derby and Burton NHS Trust Uttoxeter Road Derby. DE22 3NE Email: <a href="mailto:anjli.patel@nhs.net">anjli.patel@nhs.net</a> Tel: 01332 787865

**Training Details**

**(Description of post)**

Whole-time, non-resident appointment in Orthodontics based at the Chesterfield Royal Hospital NHS Trust and at the Charles Clifford Dental Hospital, Sheffield.

The specialist Registrar (FTTA) 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. During the training the Specialist Registrar will relinquish the NTN (National Training Number) and be awarded an FTN (Fixed Term Training Number).

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

The University of Sheffield Postgraduate Orthodontic Training Programme has been running successfully since the mid 1970s and is continually being innovated and updated. The programme at Sheffield is also part of the Northern Universities Consortium for Orthodontic Teaching. It is one of three UK universities that are full members of the Network of Erasmus Based European Orthodontic Postgraduate Programmes.

Applicants considering applying for this post on a flexible training (LTFT) basis should initially contact the Health Education England (Midlands & East) for a confidential discussion.

## Duties and Responsibilities of postholder

### Key Requirements:

- Registration: Must be registered with the General Dental Council (GDC).
- Qualification: Must possess an M.Orth (or equivalent) in Orthodontics at the time of appointment.

### Training and Work Program:

- Location: Based at Chesterfield Royal Hospital and the Charles Clifford Dental Hospital, Sheffield.
- Clinical Sessions:
  - Total of 7 clinical sessions per week.
  - 5 of these will be for personal treatment of patients.
- Multidisciplinary Work:
  - Joint assessments and planning with other specialties like Paediatric Dentistry, Plastic Surgery, Speech therapy, Restorative Dentistry, Oral and Maxillofacial Surgery, and Surgical Dentistry.

### Duties:

- Attendance:
  - Expected to attend all timetabled clinics.
  - Minimum of 90% attendance at the teaching program, including tutorials and journal clubs.
- Quality and Audit:
  - Active participation in audit and quality assurance programs at departmental and regional levels.
- Evidence-Based Practice is central to the training approach
- Research
  - The post-holder will be supported in pursuing a research interest.
- Management and Administration:
  - Participate in management and administrative aspects of training
- Be prepared to travel between sites

### Accountability and Monitoring:

- Supervision:
  - The Specialist Registrar will report to the Consultant in charge of the Orthodontic Department and the Director of Surgical Services.
- Progress Monitoring:
  - Regular assessments of training progress, including ARCP (Annual Review of Competence Progression).
  - The trainee will need to maintain an up-to-date portfolio on ISCP (Intercollegiate Surgical Curriculum Programme).

**Description of main training site**

The Chesterfield Hospital at Calow is situated some 1.5 miles east of Chesterfield and was opened in 1984. It comprises 494 acute beds providing all the facilities to be expected at a District General Hospital.

The Maxillofacial unit comprises an Oral Surgery unit of 3 chairs and a dedicated orthodontic suite of 4 chairs housed in the open plan clinic, each chair having a PC, two flat screens and full Dolphin facility available. The Orthodontic Suite is adjacent to a fully equipped Laboratory and on-site digital radiographic facilities including a CBCT scanner. There is a Registrar office with two computers with Dolphin and Internet access and a fully stocked Orthodontic library. There is also a good library in the Postgraduate Medical Centre.

There are 2 Consultant Orthodontists, 3 Consultant Maxillofacial Surgeons, 2 Associate Specialists and an excellent support team.

**Staffing**

<b>NHS Consultant Orthodontists</b>	<b>Associate Specialists</b>
Professor Jonathan Sandler Mrs Catherine Brierley Mr Naeem Adam	Mr A Patel

**Description of second training site**

The Charles Clifford Dental Hospital is a directorate of the Sheffield Teaching Hospitals NHS Trust. The hospital serves the needs of the Sheffield catchment area and, in addition, provides specialist services for patients from a much wider area. In total there are 108 dental chairs, in-patient facilities being provided in other Sheffield hospitals.

The Orthodontic Department is in the Charles Clifford Dental Hospital (CCDH) and is where postgraduate training, as well undergraduate teaching, is undertaken. The department has four NHS consultants and two visiting consultants. There are currently two Specialist Trainees studying for the MClintDent and the MOrth in Orthodontics, four Post CCST trainees. The department runs a 3-year MOrth training programme, with an annual intake of four Specialty Registrars.

The department consists of 15 dental chairs, of which four are in enclosed surgeries. It was totally re-designed and re-equipped in 1996 and again in 2008. Several of the chairs have been replaced in 2016. The clinic is equipped with computer facilities with dedicated software for digitising lateral cephalometric radiographs and for medical audit.

Digital cameras are available for use, as well as facilities to upload these images onto STH networked computers using Dolphin software, which allows them to be viewed on monitors at each chairside. Orthodontic laboratory facilities are centralised within the building in the third floor Laboratory. Excellent library facilities are available in the nearby University Medical and Dental Library in the Royal Hallamshire Hospital. In addition, a limited number of reference books and journals are available on the orthodontic clinic.

All the dental specialties are represented within the building by consultant clinics and University teaching Departments. Excellent links exists with clinical and laboratory services within local Hospitals and a comprehensive range of investigative and reporting services is available to the site.

Canteen facilities are available by arrangement in adjacent units and coffee/tea is available within the Dental Hospital. The nearest shopping centre at Broomhill is half a mile away. The NHS has an active sports club at Fulwood and the majority of the University sports facilities are within short walking distance. To the west of the city is the Peak District National Park. Temporary hospital accommodation may be available.

**STAFFING**

NHS Consultants	University
Mrs Catherine Brierley	Professor Norah Flannagan
Mrs Fiona Dyer	Mrs Paula Murray
Dr Nicola Parkin	
Ms Caroline McCarthy	
Ms Sangeeta Misra	<b>Specialty Dentists</b>
Mr Tom Frawley	Ms Rachel Benson
Mr Paul O'Malley	Mrs Paula Murray
<ul style="list-style-type: none"> <li>• Four Senior Specialist Registrars (post CCST) in Orthodontics rotating to Hull/Mexborough/Chesterfield/Derby</li> <li>• Four Specialist Registrars in Orthodontics rotating to Derby/Nottingham/Lincoln/Mexborough</li> <li>• Four Orthodontic Therapists</li> </ul>	

**Description of third training site (if applicable)**

N/A

**Staff involved in training:** See site descriptions above

Name	Job Title	Site	Role

**Indicative timetable (details are subject to change and clinics)**

**Week 1**

	Mon	Tue	Wed	Thu	Fri
AM	4:4 Study/Admin	CNDRH 4:4 Treatment	CNDRH 1:2 New Patients 1:2 Treatment	CNDRH 1:2 OGN/Restorative 1:2 Treatment	CCDH/ 1:4 Cleft Clinic 1:4 MDT 1:4 New Patients 1:4 Study
PM	4:4 Study/Admin	CNDRH 1:4 New Patient 3:4 Treatment	CNDRH 1:2 Review 1:2 Treatment	CNDRH 1:2 OGN 1:2 Treatment Surgical Directorate meeting monthly	CCDH 1:4 MDT/Teaching 1:4 Treatment 1:2 Study

**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 duties will change over time and this description will be subject to review in consultation with the post holder.**

## Terms and Conditions

### General

The post is covered by National Health Service Terms and Conditions of Service for Hospital medical and dental staff (England and Wales) as variously amended in consultation between the Trust and Staff, and 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.

Full registration with the General Dental Council is mandatory.

The salary will be paid on Specialist Registrar scale.

Car parking will be subject to availability and on site parking cannot be guaranteed.

Employees will need to adhere to the trust Information Governance policy. The unauthorised use or disclosure of patient or other personal information is regarded as gross misconduct and will be subject to the Trust Disciplinary Procedures and in case of computerized information could result in a prosecution of an offence or action for civil damages under the Data Protection Act 2018

### Health clearance and medical examination

All employees will need to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work. 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.

### Study Leave

Study leave will be granted for appropriate courses, conferences and meetings provided there is support from the Training Programme Director. A maximum of 10 days is available per annum in addition to Northern Universities Consortium courses. In line with the trust policy, 6 weeks' notice is required for study leave.

## Annual Leave

Annual leave is offered in line with trust policy, calculated at 25 to 30 days depending on level of experience and NHS service. As with study leave 6 weeks' notice must be given prior to leave.

Annual leave must be taken in equal distribution across both sites.

Annual leave is strongly encouraged not to be in term time.

## Other information

### 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.

### Residence

This is a non-resident post.

### Removal expenses

Trusts operate their own policy for the reimbursement of relocation expenses for Specialty Trainees. 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 employing Trust, otherwise you may incur costs which you will be unable to reclaim.

### 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 & dental staff under contract to the Trusts will be expected to comply with national health & safety policies & those specific to the individual Trusts.

### Arrangements for applicants to visit Royal Derby Hospital and the Charles Clifford Dental Hospital

Please feel free to contact us and come for a look round! Candidates wishing to visit the Hospitals or to have any informal discussions are requested to make arrangements with:

#### Charles Clifford Dental Hospital

Mrs Catherine Brierley  
Consultant Orthodontist  
Charles Clifford Dental Hospital  
Wellesley Road, Sheffield S10 2SZ  
Telephone: 0114 2717879  
Email: [Catherinebrierley@nhs.net](mailto:Catherinebrierley@nhs.net)

#### Royal Derby Hospital (UHDB)

Mrs Alison Murray  
Consultant Orthodontist  
Royal Derby Hospital  
Derby, DE22 3NE  
Tel: 01332 787865  
Email [alison.murray6@nhs.net](mailto:alison.murray6@nhs.net)

**Training Programme Director**

Anjli Patel

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