# **HEALTH EDUCATION ENGLAND working across YORKSHIRE and the HUMBER**

# **Job Description**

**ST4 training post**

in

Orthodontics

York Hospital and Leeds Dental Institute

**HEE YH**

**ST4 training post**

**in ORTHODONTICS**

**JOB DESCRIPTION**

1. This is a ST4 (post-CCST) appointment in Orthodontics. The post is a training post complying with the recommendations of the Joint Committee for Specialist Training in Dentistry. This post is a joint appointment between Leeds Dental Institute linked with York Teaching Hospitals NHS Foundation Trust.

The Dental Postgraduate Dean confirms that this post and Programme has the required educational and staffing approval to provide the additional training required to prepare for the ISFE and to apply for a consultant post in orthodontics. The appointment will be subject to yearly ARCP assessment.

2. Candidates will be expected to have complied with the essential criteria specified in the national person specification for ST4 appointment

3. The normal period of this S4 (post-CCST) post will be 2 years of consecutive training on a full-time basis.

Clinical training will take place in the departments of Orthodontics at Leeds Dental Institute and York Teaching Hospital. Visits to regional multi-disciplinary clinics will be timetabled at regular intervals.

4. The clinical training is structured according to the guidelines for post-CCST training in Orthodontics issued by the SAC and accepted by the General Dental Council, geared towards successful completion of training and performance in the Intercollegiate Specialty Fellowship Examination.

The successful applicant will treat a personal caseload of inter-disciplinary and other complex malocclusions, take a leading part in new patient/review clinics involving a variety of dental and medical specialties and participate in clinical audit.

They will play an important role in supporting the teaching of Orthodontics across the Dental School. Additionally, they will be expected to instruct junior staff working under supervision and to have a significant role in the running of the regular journal clubs. There are also opportunities to teach on postgraduate training days to a range of dentists and dental care professionals.

During the period of appointment, the programme will include:

1. Participation in consultation clinics for diagnosis and advice to General Dental Practitioners.
2. Treatment of cases of special difficulty using range of orthodontic appliances
3. Attendance at joint, multi-specialty clinics for the planning and treatment of patients with facial deformity and clefts of the lip and palate.
4. Attendance at joint clinics with the oral surgery department for the assessment and planning of treatment for patients requiring maxillofacial surgery for the correction of malocclusion and facial deformities.
5. Attendance at peripheral hospitals in the Yorkshire Region for the pre-surgical treatment of infants with a cleft of the lip and/or palate.
6. Participation in both undergraduate and postgraduate training programme at the Leeds Dental Institute. It is expected that the StR (post-CCST) will take part in lectures, tutorials and postgraduate training courses for all levels of staff including general dental practitioners.
7. Participate in research within Orthodontic Department of the Dental Institute, full participation in audit at departmental and regional level will also be expected

**PROPOSED TIMETABLE – Leeds Dental Institute (LDI) and York Hospital**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri |
| Am | York  Treatment  ZNM\* | York  Treatment 3:4  NP 1:4  JR | LDI  Teaching seminars and supervision of therapists 2:4 Admin 1:4  NP CL 1:4  PMT MDT as per rota | York  Tx  ZNM | York  Tx  HG |
| Pm | York ZNM  2:4 NP  2:4 Tx\* | York  Treatment  JR | LDI  Tx  NH | York  Admin and MDT prep\*\* | York  JOR/OGN and MDT admin \*\*\*  HG |

\*Joint cleft clinic every 6 weeks

\*\*Approx once every 2 months JOP clinic (Thursday PM) York

\*\*\*2nd Friday of the month JOR clinic Friday afternoon JR HG - York

\*\*\*3rd Friday of the month OGN clinic Friday afternoon JR HG ZNM -York

**Leeds Dental Institute**

The Leeds Dental Institute is one of two major dental hospitals in the Yorkshire and Humber region and is part of the Leeds Teaching Hospitals NHS Trust. The Dental Institute is led by its Clinical Director and has a General Manager and Dental Nurse Manager comprising the management team. The Institute works closely with the Leeds University Dental School to deliver its mission of teaching and research. The Dental Institute provides clinical training for the whole dental team and has outreach teaching units in Bradford, Hull and Beeston. It is a regional referral centre for specialist dental services with the majority of clinics run within the main Dental Institute site in Leeds. Whilst working in the Dental Institute, the successful candidate will report to the Head of the Orthodontic Department and be professionally accountable through the Clinical Director to the Chief Medical Officer of the Leeds Teaching Hospitals NHS Trust. An appropriate honorary contract will be required with the Leeds Teaching Hospitals NHS Trust prior to starting work within the Leeds Dental Institute.

**The Orthodontic Department**

The department works closely with the specialties of Paediatric Dentistry and Oral Surgery. Orthodontics was formerly part of the Division of Child Dental Health and included Paediatric Dentistry and Community Dental Health.

The Clinical area was completely refurbished in 2010. Currently, it comprises: two single chaired surgeries, a twelve-chaired polyclinic. Shared office facilities for StRs exist on the floor above the Department. There is a room with tracing facilities near the clinical area. The laboratory services are housed in the main Hospital Laboratory close to the clinical area. Full computer facilities for radiographic digitisation analysis (OPAL and Dolphin), back-up of digital patient images and for clinical audit purposes are available, as are word processing facilities. The Dental Institute has a computer-based patient administration system and has recently moved to electronic patient records (Salud).

Leeds has a first-class record for the training of postgraduate orthodontic students. There are excellent working relationships with the Regional Orthodontic Consultants and with the Specialist Orthodontic Practitioners in the Leeds area.

The Orthodontic Department is the regional centre for the Yorkshire Cleft Lip and Palate database and has excellent working relationships with other departments within the Institute and with the departments of Plastic Surgery, Paediatrics and Speech Therapy within the Leeds General Infirmary. The Leeds Cleft Lip and Palate Clinic is held at the Institute, as are monthly joint clinics with both the Oral and Maxillofacial Surgeons and the Restorative Consultant staff.

**Staffing**

**Consultant Orthodontists:**

Prof T Hodge Lead Clinician, Consultant and Honorary Clinical Associate Professor, Department of Orthodontics, LDI

Ms H Dhaliwal Consultant Orthodontist, LDI

Consultant Orthodontist and Honorary Senior Clinical

Mr D Morris Consultant Orthodontist, LDI

Mr C Lowney Consultant Orthodontist, LDI

Ms Z Jawad Consultant Orthodontist, LDI

Mr SJ Littlewood Consultant Orthodontist, Bradford Clinical Lecturer.

Ms N Houghton Consultant Orthodontist, Bradford and Honorary Senior Clinical Lecturer, Training Programme Director

**Non-Consultant Staff:**

Orthodontic therapists x 4 (qualified)

4 Orthodontic pre-CCST Specialty Registrars

2 Academic NIHR pre-CCST Specialty Registrars

2 post-CCST Specialty Registrars (including this post)

**Support staff:**

Secretarial, Nursing and Reception Support Staff

3 Hospital Laboratory Orthodontic Technicians

**York Teaching Hospitals NHS Foundation Trust**

York Teaching Hospitals NHS Foundation Trust provides secondary medical and dental care and community medical services for York and a large part of North Yorkshire (population 850 000). The Trust has two acute hospitals (York and Scarborough), an elective care hospital in Bridlington and community hospitals in Whitby, Malton and Selby. It has close links with HYMS (Hull-York Medical School) and provides the clinical teaching for HYMS on the York site.

The Orthodontic Department in York is located in the dedicated outpatient department of the Head and Neck Directorate. Outpatient services within the Head and Neck Directorate include the specialties of ENT, Maxillofacial Surgery, Restorative Dentistry and Orthodontics and Audiology services. There are eight ENT consultants, six Maxillofacial surgery consultants, two Restorative Dentistry consultants and three Orthodontic consultants. This consultant team provides ENT, Maxillofacial Surgery, Restorative Dentistry and Orthodontic services throughout York and the whole of North Yorkshire.

The Orthodontic Department consists of a four-chaired surgery and two single- chaired surgeries that are shared with Restorative Dentistry.

There are nine dental nurses who work between Orthodontics, Restorative Dentistry and Maxillofacial surgery and they provide excellent support for the clinicians.

The technician laboratory is situated adjacent to the surgeries and houses two orthodontic technicians, one restorative technician, one maxillofacial technician and a technician’s assistant. All debonded cases are PAR scored by one of the calibrated technicians. The laboratory staff runs a very responsive and high-quality service.

The department has excellent secretarial support and the Directorate has a dedicated staff team on reception to organise clinics and appointments. There is a central patient database (CDP) which is the Trust’s electronic database and has been written in-house by the extremely helpful IT team. It works incredibly well and is very user-friendly. The department also runs an electronic daybook which allows accurate data to be maintained of activity within the department at an individual and departmental level.

Offices for junior staff are shared between all specialties within the Directorate. OPAL planning is set up on all computers within the department.

Joint clinics are held with Restorative Dentistry and Maxillofacial surgery monthly and with Paediatric Dentistry on a two-monthly basis. There are excellent working relationships across all these specialties and the lay-out of the Directorate allows close interaction between all staff.

**Consultant Staff**

Mr Hock-Hoe Goh: Scarborough General Hospital: 4 sessions

York Hospital: 4 sessions

Dr Zararna Nelson-Moon: York Hospital: 6 sessions

Scarborough General Hospital: 2 sessions

Ms Jennifer Rae: Harrogate District Hospital: 4 sessions

York Hospital : 4 sessions

Dr Nelson-Moon is Clinical Director for Head and Neck Services and Lead Clinician for Orthodontics and Restorative Dentistry.

**Non-consultant staff**

* 1 part-time Post-CCST StR (this post)
* 1 part-time StR (4 sessions)
* 1 part-time Specialty Dentist (3 sessions)
* 1 part-time clinical assistant (1 session)
* 1 part-time Orthodontic therapist (8 sessions)
* 11 dental nurses
* 2 full-time orthodontic technicians
* 1 full-time secretary
* 5 reception staff