



JOB DESCRIPTION & PERSON SPECIFICATION

for

Specialty Registrar Oral Surgery, Acute Dental Care and Oral Medicine

**At Guy's & St Thomas' NHS Foundation Trust
(GSTT)**

GUY'S & ST THOMAS' NHS FOUNDATION TRUST

1. An introduction to the Appointment

The Department of Oral Surgery is seeking a full-time (10 PA) Speciality Registrar to join a dynamic, enthusiastic and forward thinking team. We are looking for an individual with appropriate skills to complement this team and to teach KCL undergraduate and postgraduate students and Oral Surgery trainees to keep the Department at the forefront of clinical and academic excellence.

The Department offers a wide range of multidisciplinary services to patients with oral and facial problems. The post-holder will undertake outpatient sessions including consultant clinics and local anaesthetic operating. There will be opportunity to operate under intravenous sedation or general anaesthetic depending on the departments requirements. You may be expected to work within the Acute Dental Care Department (ADC) delivering emergency dental care to the local population. You will be expected to take an active role in the undergraduate and postgraduate teaching programmes of the department and to participate in clinical research activities.

This is an excellent opportunity to join a first class team in an active and progressive central London teaching hospital environment.

General enquiries, about the job or for an informal discussion about this post should be directed to Mr Chris Sproat (GSTT Clinical lead) chris.sproat@gstt.nhs.uk Ext 84342

2. Guy's & St Thomas' NHS Foundation Trust Information

The Trust consists of St Thomas' Hospital at Waterloo, including the Evelina Children's Hospital, and Guy's Hospital at London Bridge. We are also part of King's Health Partners (KHP), which comprises King's College London, Guy's and St Thomas' NHS Foundation Trust, King's College Hospital NHS Foundation Trust and South London and Maudsley NHS Foundation Trust. KHP is one of just five accredited UK Academic Health Sciences Centres (AHSCs). Through our AHSC, we are committed to making research and education integral to the delivery of high quality clinical care. The King's Health Partners Integrated Cancer Centre (KHP ICC) is the vehicle for developing and managing cancer research, clinical services, and training and development across all of the KHP partner organisations.

Our hospitals have a long and proud history, dating back almost 900 years, and have been at the forefront of medical innovation and progress since they were founded. We have a strong track record for clinical excellence, sound financial management and for research - hosting one of just five National Institute for Health Research (NIHR) comprehensive Biomedical Research Centres.

We provide a full range of hospital services for our local communities in Lambeth, Southwark and Lewisham, as well as specialist services for patients from further a field, including cancer, cardiothoracic, women's and children's services, kidney care and orthopaedics. We have one of the largest critical care units in the UK and one of the busiest A&E departments in London.

We are delighted to be the preferred partner to manage community health services in Lambeth and Southwark from April 2011. This provides an excellent opportunity to improve health care for local people, in some of the most socially and economically diverse parts of the country, including areas of significant deprivation.

We have 17,000 foundation trust members, consisting of patients, public and staff, who elect a Council of Governors. This ensures that we are accountable and listen to the views of patients and the communities we serve.

Our tradition of innovation extends to our leading edge approach to corporate social responsibility, including energy efficiency, as well as to our interest in commercial opportunities which deliver a range of benefits, including additional income to support the delivery of NHS services. For example, we recently established GSTS Pathology, a joint venture with Serco Group plc to deliver pathology services to the Trust and to other organisations.

Our Patients

We have around 900,000 patient contacts a year, including 76,000 inpatients, 64,000 day cases and 604,000 outpatients. Around 164,000 patients use our emergency services each year and we deliver more than 6,800 babies. We have around 845 beds at St Thomas' and 265 at Guy's, up to 44 specialist baby cots; and around 50 operating theatres.

NHS statistics show that patient survival rates are nearly 25 per cent better than the national average. This is one of the lowest standardised mortality rates in the NHS and provides an important indication of the quality of care provided by our clinical staff. We perform well in external assessments and have a strong focus on patient safety. We are pleased to have reduced hospital acquired infection by 85 per cent since 2004, reporting just 16 MRSA blood infections last year. We have received an 'excellent' rating from the Healthcare Commission for three consecutive years for the 'use of resources'.

Research

The National Institute of Health Research (NIHR) Comprehensive Biomedical Research Centre at Guy's & St Thomas' NHS Foundation Trust (GSTFT) and King's College London (KCL) is one of five new comprehensive Biomedical Research Centres in the UK. The Centre has a strong focus on translational research taking advances in basic medical research out of the laboratory and into the clinical setting, forming a key part of the Department of Health's new strategy for research and development in the NHS. The GSTFT/KCL Centre was awarded a total of £45m over 5 years to build on its excellence in translational research and develop translational research capacity through training and education. The Biomedical Research Centre at GSTFT/KCL focuses on seven research themes encompassing Asthma & Allergy, Atherosclerosis, Cutaneous Medicine/Dermatology, Cancer, Immunity and Infection, Oral Health and Transplantation and has cross cutting disciplines encompassing Genetics, Paediatrics, Imaging Sciences, Stem Cell Research, Cell and Molecular Biophysics, age-related diseases and health & social care research.

Innovation

Doctors at St Thomas' have now used more than 500 'camera pills' to improve diagnosis and save more lives. The 3cm long pills are packed with the latest technology - including a camera, light and radio transmitter - and are swallowed by patients so doctors can see parts of the body that have previously been impossible to reach. The Trust is at the forefront of new techniques, including robotic surgery to treat patients with prostate cancer and ground-breaking eye injections to prevent blindness. We also recently took part in a three-way kidney transplant, and continue to pioneer deep brain stimulation and the use of imaging technology.

Training and Education

As well as being home to the largest dental school in Europe, we provide training to 800 undergraduate medical students and placements for 620 nurses and midwives each year. We have also created more than 180 apprenticeships in areas ranging from decontamination and hospitality to maternity. Through King's Health Partners, we play a leading role in the Health, Innovation and Education Cluster (HIEC) for south London, which will ensure best practice and innovation is widely shared and adopted.

Our Staff

We have almost 11,000 staff and their commitment underpins our success. Our workforce reflects the communities we serve and we aim to develop all our staff so they are equipped to deliver high quality, efficient and effective services. Of the total number of staff, we have over 3,500 nurses, over 600 Professionals Allied to Medicine, over 900 junior doctors and over 600 senior medical staff.

Our Environment

We want our buildings and facilities to provide the best possible environment for patient care. Much has already been done, including the recent completion of a £15 million environmental improvement programme targeting all clinical and public areas; opening a new main entrance at St Thomas; upgrading our main operating theatres; and opening a new Assisted Conception Unit at Guy's.

Planned developments include improvements to our accident and emergency department, outpatient facilities and the East Wing at St Thomas'; a new cancer treatment centre at Guy's, starting with a chemotherapy day unit; and the refurbishment of the Guy's Tower façade. We have also opened a new Education Centre at 75 York Road.

The Trust is proud to have published its first social accounts, and is leading the 'green' agenda in the NHS. We seek to recruit staff and buy goods and services locally wherever possible. We will also save approximately £1.7m a year in energy costs after installing combined heat and power (CHP) units on both hospital sites. CHP now provides around half of the Trust's annual electricity requirements, while the waste heat generated, in the form of steam and hot water, is reused for each hospital's heating and hot-water supplies.

Kings College London

King's College London is one of the top 25 universities in the world (Times Higher Education 2009) and the fourth oldest in England. A research-led university based in the heart of London, King's has more than 21,000 students from nearly 140 countries, and more than 5,700 employees. King's is in the second phase of a £1 billion redevelopment programme which is transforming its estate.

King's has an outstanding reputation for providing world-class teaching and cutting-edge research. In the 2008 Research Assessment Exercise for British universities, 23 departments were ranked in the top quartile of British universities; over half of our academic staff work in departments that are in the top 10 per cent in the UK in their field and can thus be classed as world leading. The College is in the top seven UK universities for research earnings and has an overall annual income of nearly £450 million.

King's has a particularly distinguished reputation in the humanities, law, the sciences (including a wide range of health areas such as psychiatry, medicine and dentistry) and social sciences including international affairs. It has played a major role in many of the advances that have shaped modern life, such as the discovery of the structure of DNA and research that led to the development of radio, television, mobile phones and radar. It is the largest centre for the education of healthcare professionals in Europe; no university has more Medical Research Council Centres.

The School of Medicine

The King's College London School of Medicine is one of the largest medical research and teaching centres in Europe. 700 staff and 2500 undergraduate and graduate students make the Guy's King's and St Thomas' School of Medicine one of the largest medical schools in the UK. Around 360 doctors a year graduate from the school.

The school works in partnership with Guy's and St Thomas' NHS Foundation Trust and King's College Healthcare NHS Trust with the joint aims of excellence in research and training tomorrow's doctors.

1,400 teachers are involved in undergraduate education, including 500 consultant teachers from the School's Partner Trusts and University Hospital Lewisham. The School also works in partnership with 17 district general hospitals and 200 general practices across the South East of England to deliver its undergraduate teaching.

The School's 12 international academic partners support global research collaborations (including Harvard, Johns Hopkins and Emory in the US, Monash University, Melbourne, and the University of the West Indies). King's has the only undergraduate international office in the UK and arranges unique opportunities

The School's research excellence is well recognised. Within its nine research divisions, the School hosts two MRC Centres in Transplantation and the Allergic Mechanisms of Asthma and in 2008 alone was awarded Centre of Excellence status by the British

Heart Foundation with funding of £9 million and opened £4 million Breakthrough Breast Cancer Unit.

With the launch of King's Health Partners in 2008, the School is working closer than ever before with its NHS partners in achieving excellence in research, teaching and clinical service.

3. Clinical Directorate & Department Information

The Dental Institute

The College's Dental Institute, based at Guy's, King's College and St Thomas' hospitals, is the largest university dental hospital in the UK. Based on the most recent top scoring research (5*) and teaching quality (24/24) assessments, the Institute seeks to strengthen its position as the outstanding national and world-class centre of excellence for research, teaching and training. Further details of the Institute may be found on its website: www.kcl.ac.uk/dentistry.

In making new appointments to its exceptional academic and clinical staff the Dental Institute seeks to attract and appoint outstanding individuals capable of making important, new contributions to the Institute, maintaining its considerable momentum at the cutting edge of oral health sciences. The Institute is forward-looking and dynamic with many state-of-the-art facilities in which to pursue ground-breaking research. The immediate goal of the Institute is to maintain its position as the world's leading centre for dental research.

The Department of Oral Surgery

The Department is currently part of the KCL Dental Practice and Policy Academic Group and is central to the Oral Sciences research group, one of five within the Dental Institute. Other clinical departments within this Group include: Dental Primary Care, Acute Dental Care, Community Dental Care / special needs and Dental Public Health. The Department of Oral Surgery is situated on both the Guy's and King's College Hospital campuses occupying well-equipped clinical and dedicated day surgery facilities.

This expanding department undertakes the full range of oral surgical diagnosis and treatment and is able to offer on site day surgery general anaesthesia when required. There is a strong commitment to training at both under and post graduate level and all staff are expected to take part in research activities. We currently have in excess of 40,000 patient contacts per year and work in close association with the multidisciplinary hypodontia, oncology, salivary and head and neck teams providing implant rehabilitation and pre and post operative oral surgery treatment and screening.

We are extending our working week and you may be required to work evening sessions as part of your normal timetabled activities.

Oral Surgery Staff at GSTT

| Consultant Staff | Specialist Interests | |
|--------------------------------|------------------------|-----|
| Chris Sproat | Clinical lead | FT |
| Louis McArdle | Clinical Audit | PT |
| Jerry Kwok | Implant reconstruction | FT |
| Kiran Beneng | Salivary Surgery | PT |
| George Paolinelis | Implant Surgery | PT |
| Vinod Patel | Oral Surgery Oncology | FT |
| Anna Macaig | TMJ Surgery | PT |
| 6 Specialty Dentists | 7 | WTE |
| | | |
| 4 Clinical teachers | 4 | PT |
| | | |
| 3 Specialist Registrars | 2 | FT |

Research Profile and Current Activities

The department focuses on clinical research including reduced access surgery, techniques to reduce iatrogenic nerve injury and reconstructive techniques for implant rehabilitation of oncology cases.

Translational neuroscience research and fMRI are already major drivers of research output in both IOP and clinical dental science within the KCL. The research group's commitment to developing new imaging techniques is shown by the development of the Clinical Neuroscience imaging centre within the IOP and the development of neurosciences research space at KCH.

Teaching and Learning

The Department of Oral Surgery is responsible for clinical teaching at year 3, 4 and 5 undergraduate and postgraduate levels. In addition formal lecture teaching is provided to undergraduate students in Oral Surgery as part of the Oral Disease Course co-taught by Oral Pathology/Oral Medicine/Dental Radiology. The Department also plays a significant role in teaching sedation and local analgesia, human disease in relation to dentistry and management of facial pain. It is hoped the Department will shortly commence an MSc/MClin Dent postgraduate programme and currently accommodates Walport funded StR's in oral surgery. One of the major activities of the Department is to provide clinical research students with quality laboratory research projects appropriate for their courses.

Job Summary

- To provide service in Oral Surgery at GSTFT in accordance with Trust guidelines and strategy of both GSTFT and strategy of KCL Dental Institute
- To assist in service delivery planning and service management.
- To participate in clinical and other service activities with the object of ensuring a high standard of patient care
- To take an active part in KCL undergraduate and postgraduate teaching and training

4. Key Result Areas, Main Duties and Responsibilities

Duties and responsibilities:

Clinical:

The postholder will, together with colleagues, be responsible for the provision of Oral Surgery services to the Guy's & St Thomas' NHS Foundation Trust to include:

- (a) Diagnosis and treatment of patients of the trust in such hospitals, health centres or clinics or other premises as required.
- (b) Continuing clinical responsibility for the patients in your charge, allowing for all proper delegation to, and training of, your staff.

Training:

All medical and dental staff will be expected to contribute to the training of post graduate dentists and undergraduate teaching.

Clinical Governance:

All medical and dental staff are expected to take part in clinical governance activity, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution in these areas and their audit of their own clinical work as part of their annual appraisal.

Appraisal:

All medical and dental staff are required to undertake annual appraisal.

Confidentiality / Data Protection / Freedom of Information:

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Equal Opportunities:

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety:

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control:

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management:

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability:

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Smoking Policy:

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description:

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Terms and Conditions of Employment:

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

Other:

The list of duties and responsibilities given above is not an exhaustive list and you may be asked to undertake other duties in line with the overall purpose and nature of the post as may be required from time to time.

This job description reflects core activities of a post at a particular time. The trust expects that all staff will recognise this and adopt a flexible approach to work.

All staff are expected to contribute to the smooth running of their clinical service as required; in particular, to comply with the policies and procedures, Standing Orders and Financial Regulations of the trust.

On Call Rota

There is no on call commitment.

Regular meetings: Directorate to include Monthly committee meetings, rolling programme of directorate meetings, ad hoc meetings.

Administrative / Secretarial Support / Office Facilities

The post holder will be provided office space and full IT support. Secretarial support will be provided by the 'pool' of oral surgical secretaries.

Proposed Timetable 1

| | Hospital/ location | Type of Work | Start time and finish time | Frequency: (e.g. 1x4 wks, 1x6 wks 1x1wk) | Direct clinical care or supporting activity |
|------------------|-----------------------|-------------------------|----------------------------------|--|---|
| Monday | GSTFT | Locals | 08:30- 12:30 | 1 x 1 week | DCC |
| | GSTFT | Day Surg | 13:30 – 17:30 | 1 x 1 week | DCC |
| Tuesday | GSTFT | Con Clinic | 08:30- 12:00 | 1 x 1 week | DCC |
| | GSTFT | Pt Admin | 12.00 – 12.30 | 1 x 1 week | DCC |
| | | Ortho Joint ½ | 13:30 – 17.00 | 1 x 2 week | DCC |
| | | Pt admin ½ | 17.00 – 17.30 | 1 x 2 week | DCC |
| | | SPA ½ | 13:30 – 17:30 | 1 x 2 week | SPA |
| Wednesday | GSTFT | Clinic | 08.30 – 12.00 | 1 x 1 week | DCC |
| | GSTFT | Pt Admin | 12.00 – 12.30 | 1 x 1 week | DCC |
| | | Clinic ½ | 13:30 – 17.00 | 1 x 2 week | DCC |
| | | Pt Admin ½ | 17.00 – 17.30 | 1 x 2 week | DCC |
| | | SPA ½ | 13:30 – 17:30 | 1 x 2 week | SPA |
| Thursday | GSTFT | Admin/Study | 08:30 - 12:30 | 1 x 1 week | SPA |
| | GSTFT | IV list | 13:30 – 17:30 | 1 x 1 week | DCC |
| Friday | GSTFT | Clinic OM | 09:00 - 12:00 | 1 x 1 week | DCC |
| | GSTFT | Pt admin Biopsy List | 12:00 –12:30 13:30 – 17:30 | 1 x 2 week | DCC |

Proposed Timetable 1

