

Royal Cornwall Hospital



Job Description

Consultant Orthodontist Part Time



1. Job Details

Title:	Consultant Orthodontist
New or Replacement post:	New post - Part Time
Reports to:	Clinical Director for Specialist Services & Surgery
Accountable to:	Medical Director
Reporting Location:	Royal Cornwall Hospital NHS Trust and associated sites
Remuneration:	In line with national NHS pay scales

2. Job Purpose

- Maintenance of the highest clinical standards in the management of Orthodontic patients
- Management of complex and multi-disciplinary orthodontic patients
- To share with colleagues' responsibility for the day-to-day management of the Orthodontic Department
- Teaching and training of junior staff and medical students where applicable
- To have responsibility for ensuring active participation in continuing medical education (CME)
- To actively participate in both departmental and Trust matters concerning Clinical Governance and Audit
- To attend meetings as appropriate
- Fulfil duties of weekly timetable

We are looking for an enthusiastic colleague to join our well-established team. The main aim of the post is to provide Orthodontic care for patients in Cornwall.



3. Dimensions

The Royal Cornwall Hospitals' NHS Trust

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters, as well as equestrian opportunities. The strong heritage of Cornwall has been underlined by the opening of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services and there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.

The Royal Cornwall Hospitals' NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the Southwest Peninsula and beyond. Serving a widespread local population, as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust delivers acute medical and surgical services to a population of approximately 400,000 and has a higher proportion of elderly people than the national average. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro; West Cornwall Hospital, Penzance, and St. Michael's in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

The post is based in the Orthodontic Unit at Royal Cornwall Hospital, Truro. The successful candidate will join the existing consultant orthodontist, two Associate Specialists in orthodontics, and an Orthodontic Therapists. The department requires a second consultant who will share the broad remit of hospital orthodontic services. The post holder will need to have an interest in the interdisciplinary management of patients needing orthodontic treatment in combination with orthognathic surgery, dento-alveolar surgery, cleft lip and palate in addition to complex restorative dentistry.

The opportunity exists for the new Consultant to be involved in the provision of orthodontic teaching and training in the Peninsula Dental School.

4. Department Profile

The Orthodontic Unit is part of the Specialist Surgery Care Group of the Royal Cornwall Hospital Trust. It is located in the Trelawney Wing of the Royal Cornwall Hospital, Truro.

The Unit opened in 1999 and shares excellent facilities with the Oral & Facial Surgery Unit. The combined unit comprises 8 surgeries, 5 of which are designated for orthodontics. In addition, there is a General Anesthetic suite, an orthodontic model storage room, waiting room, digital x-ray facilities (including DPT and cephalostat and a Cone Beam CT scanner), reception area, offices and an integrated orthodontic laboratory.



The successful applicant will have an office and a personal computer terminal with intranet and internet access. There is a dedicated secretary for Orthodontics.

Staffing

Consultant Orthodontist	1 current Full-Time consultant and this advertised post
Associate Specialists (Orthodontics)	X2
Orthodontic Therapists	X1
Consultant Oral & Maxillofacial Surgeon	x 3
Consultant in Restorative Dentistry	x1
Associate Specialist (Oral surgery)	x 1
Associate Specialist (Restorative)	x 1
Specialty Doctors	x 7
Senior House Officers	x 6
Unit Manager	x 1
Senior Chief Technician	x 1
Advanced Dental Technician	x 1
Dental Technicians	x 2
Medical Secretaries	x 3
Registered Nurses	x 9
Dental Nurses	x 12
Housekeeper	x 1

5. Activity

	2018/19	2019/20	2020/21	2021/22	2022/23
New Referrals (RCH)	1346	981	232	591	561
Follow up attendances	11432	10516	5502	5718	4770

The hospital unit only treats the most complicated cases (Complexity 3b). The mean PAR score start for all department cases is currently 39 and the mean PAR score finish is 5.3. Mean PAR score improvements exceed 86% every year.



5. Roles and Responsibilities

5.1 General Duties and Responsibilities of the Post

- Provision with consultant and associate specialist colleagues of a service to the Royal Cornwall Hospitals' NHS Trust.
- Cover for colleagues' annual leave and other authorised absences.
- Any responsibility that relates to a special interest.
- Professional supervision of junior medical staff and non-consultant career grade specialty doctors, if required.
- Managerial, including budgetary responsibilities where appropriate.
- Where it is agreed between the parties, work on behalf of the Royal Cornwall Hospitals' NHS Trust such as domiciliary consultations, or services provided by the Trust for other agencies, for example, the prison service. (This excludes work undertaken under direct arrangements between an individual doctor and a third party, e.g. Category Two).
- A willingness to undertake additional professional responsibilities at local, regional or national levels.
- The post-holder must at all times carry out their duties with due regard to the Trust's Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.
- A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies.
- A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely.
- It is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
- All staff who have access to, or transfer data, are responsible for that data and must respect confidentiality and comply with the requirements of the Data Protection Act 1998, in line with the Trust's policies. Such information should not be released without the consent of the patient, client, or staff member concerned unless required by a court order.
- The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust regarding accuracy and probity in the recording of the Trust's activities.
- The post-holder will be required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust policy.
- The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required and to report any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
- The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.



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- The post-holder will be required to participate in the annual appraisal process and to undergo professional re-validation in accordance with the GDC requirements
- The post-holder will be required to complete annual updates in mandatory training.
- Travel as necessary between hospitals/clinics may be required but a planned and cost effective approach will be expected.
- The post-holder must comply with all aspects of confidentiality, professional codes of conduct, the Royal Cornwall Hospitals' Trust's Staff Charter and the NHS Managers' Code of Conduct.

5.2 Consultant Advice

The post holder will be expected to provide orthodontic opinions for general dental practitioners, primary care service dental officers and medical practitioners. He/she will liaise with specialist orthodontic practitioners working within primary care and with hospital clinicians in various specialties including Oral & Maxillo-facial surgery, South West Cleft Lip and Palate Network, Restorative dentistry, Paediatric dentistry, Paediatrics, Plastic surgery and ENT.

5.3 Treatment

- **Within the hospital department.** A wide range of complex orthodontic treatments are carried out at RCH. This includes the treatment of patients with severe malocclusions, those who have difficult management problems and medically compromised patients. There has been an increase in the number patients with complex problems requiring interdisciplinary treatment. Treatment planning and supervision for patients with moderate malocclusions, who are treated by Orthodontic Therapists, is also an integral part of the consultant service provided.
- **Interdisciplinary.** The department currently runs joint clinics for oral surgery patients, orthognathic patients and restorative patients. Cleft care is also provided in conjunction with the Southwest Cleft Lip and Palate team Managed Clinical Network.

5.4 Teaching

Currently a number of groups receive instruction in the orthodontic unit. The successful applicant will have a responsibility to provide teaching to the Senior House Officers in preparation for the Membership of the Joint Dental Faculties of the Royal College of Surgeons (MJDF RCS).

Undergraduates rotated through the Unit and there will be opportunities to be involved with the teaching of the core curriculum for the Peninsula Dental School.

Participation will be required in the General Professional Training and Vocational Training of newly qualified dentists.



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5.5 Peninsula Dental School Social Enterprise

The new Peninsula Dental School is based in Plymouth, Truro and Exeter. Professor Ewen McColl is the Dean of the Dental School, and Dr Rob Witton is the Chief Executive.

Sean Hamilton is Associate Professor in Orthodontics and runs the Orthodontic curriculum and teaching modules. The school has a 64 chair unit at Derriford Plymouth, a 35 chair unit at Truro and a 10 chair outreach unit at Exeter. The first 64 graduate entry students commenced their studies in October 2007. The curriculum is innovative, and students will develop their clinical skills from very early on in the course. The Truro unit provides clinical teaching to the 4th year students.

The Peninsula Dental school will offer the new post holder the opportunity to teach undergraduates. It is hoped that having part of the new Dental School in Truro will extend the range of clinical services that are available to Cornish patients.

5.6 Audit

The orthodontic consultants in the Southwest take part in Regional and sub-regional clinical audits with two meetings per year. Approximately two audits per year are completed.

5.7 Professional/Clinical Meetings

The successful candidate will participate in the Devon and Cornwall Managed Clinical Network for Orthodontics, and the Southwest Managed Clinical Network.

Dental specialty hospital consultants meet twice per year under the BDA Regional Committee for Hospital Dental Services in Taunton. One of these meetings is followed by the BDA Regional Hospitals Group, which enables junior staff to experience delivering clinical papers to their colleagues.

Departmental Audits are an integral part of the Job Description and are carried out on a rolling basis with monthly Clinical Audit sessions within the combined Unit.

5.8 Expectations of the Post-holder

The post-holder can expect:

- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- An appropriate agreed job plan that may be changed by mutual agreement between the doctor and the Divisional/Specialty Director/Divisional Manager in accordance with the agreed procedure for the review of job plans and any recommendations following appraisal.
- An adequate time allocation for administration, education, audit and teaching commitments, etc., (the precise amount will depend on the requirements of the particular post and the Trust will give due regard to the recommendations of the appropriate Royal College, etc.).
- To receive appropriate mentoring provided by qualified trust mentors.
- Adequate support and time allocation to allow doctors to fully participate in the Trust's appraisal process and the necessary CPD and study leave (10 days per annum) requirements which are a natural consequence of appraisal.



A formal job plan will be agreed between the appointee and the Specialty Lead, on behalf of the Medical Director, three months after the commencement date of the appointee.

The job plan for the first three months will be based on a provisional timetable agreed with the successful candidate immediately following appointment.

The Job Plan is reviewed annually and will be a prospective agreement that sets out a consultants' duties, responsibilities and objectives for the coming year. It should cover all aspects of consultants professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and objectives.

This draft timetable below is an indicative timetable for a part time consultant (6Pas) timetable is also available. There may be changes in detail following consultation with the Clinical Director. The timetable will be subject to annual review.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Admin	Treatment/ Clinical Supervision 0900-1300	New Patient clinic and Supervision 0900-1300		
PM	SPA 1330-1730	Treatment/ Clinical Supervision RCH 1330-1730	Flexible Direct Care RCHT 1330-1730		

Timetabled Direct Clinical Care and Flexible Direct Care

4 PA's

(Irregular joint clinics with oral and maxilla-facial surgeons and the regional cleft lip and palate team, treatment planning, laboratory work, clinical administration, travel)

Timetabled Supporting Professional Activity

1 PA

Flexible Supporting Professional Activity/Admin

1 PA

(Audit, teaching/research, CME, self-directed study)

TOTAL

6 PAs



7. Professional Links

Internal

- Chief Executive.
- Medical Director.
- Specialty Lead, Service and General Managers.
- Clinical Leads of site-specific multi-disciplinary teams.
- All doctors and multi-disciplinary teams throughout the Trust.

Oral Surgeons

There are 3 Oral and Maxillofacial surgeons and 2 Associate Specialist in Oral Surgery. They are very experienced operators and an integral part of the orthodontic service.

The unit has a dedicated General Anaesthetic suite within the department which carries out a wide variety of Dento-alveolar Day Case surgical procedures. More complex procedures are carried out in the main theatres. There is a dedicated orthodontic operating list onto which the orthodontic consultant has direct access. A direct booking system allows patient procedures to be booked in advance. The very efficient link with the excellent oral surgery unit is without doubt one of the strengths of the post.

General Dental Practitioners

GDPs in both general dental practices and in the CPTDS are the primary source of referrals.

Specialist Orthodontic Practices

At present there are three primary care NHS orthodontic providers in Cornwall. They are based in Truro, St Austell and Bude (**Portman Dental care**), Penzance (**River Practice Specialist Centre**), and Newquay, Penzance and Cambourne (**West Country Dental care**).

Local Dental Committee

Links with the LDC are an essential part of the role at RCHT.

Hospital Consultants and General Medical Practitioners

A small number of referrals from other sources arise mainly from the Paediatric and Plastic Surgery Consultants and from general medical practitioners.

South Wales and Southwest Managed Clinical Network for Cleft Lip and Palate

Currently, the Southwest Cleft Lip and Palate team, from Bristol Dental Hospital, visit RCH Treliiske six times per year. The team includes Cleft Surgeons, Psychologists, Paediatric Dentists, Speech and Language Therapists and orthodontics. Primary and secondary surgery is carried out at the hub unit at Bristol Children's Hospital.



One + all | we care**Consultant in Restorative Dentistry**

Within the Unit we have a Consultant in Restorative Dentistry (Dr Gareth Brock) and a part time Associate Specialist with a Specialist Interest in restorative treatment (Dr Chris Munn).

8. Management

The Orthodontic Unit is part of the Royal Cornwall Hospital Specialist Services and Surgery Care Group.

General manager – Mrs Roz Davies

Service manager – Mr Mark Wolf

9. Administration

The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department. Office space will be available within the Department with the provision of a PC with Internet access. Secretarial support will be provided from within existing establishment within the service.

10. Communications**Health and Safety and Risk Management**

In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Division/Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

Hospital Policies

The Royal Cornwall Hospitals' NHS Trust is a dynamic organisation; therefore, changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflect these. In keeping with the Trust's Standards of Business Conduct for Employees



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and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working, and develop a working environment of courtesy, fairness and mutual respect.

The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.

The Royal Cornwall Hospitals' NHS Trust is a regulated organisation and as such, all post-holders must have their criminal record checked. You will be asked at interview if you have any criminal convictions, and a police check on the existence of a criminal record will be undertaken for the preferred candidate on appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the Terms and Conditions of Service of the Royal Cornwall Hospitals' NHS Trust.

If this post involves undertaking exposure prone procedures, you will be required to participate in blood borne virus screening as appropriate.

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.



Post title: Consultant Orthodontist

Specialty: Orthodontics

Division: Specialist Services & Surgery

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	<p>Full registration with the United Kingdom General Dental Council (GDC). On the GDC Specialist Register. Possession of a Certificate of Accreditation of eligibility for a CCST in Orthodontics.</p> <ul style="list-style-type: none">• Membership in Orthodontics or equivalent• Intercollegiate Fellowship Examination in Orthodontics or equivalent	MSc or equivalent	Application and interview



EXPERIENCE	<ul style="list-style-type: none"> • Successful completion of an SAC-approved minimum three-year training programme in Orthodontics • Successful completion of an SAC –approved minimum two-year training in a Fixed Term Training Appointment (FTTA) which follows on from the pre-CCST training period of 3 years, or within 6 months of completion, or equivalent for other European Economic Area (EEA) Nationals • Applicants who are Nationals from another European country or elsewhere overseas would have to show equivalence to the 5 years training period in the NHS required for the specialty 		Application and interview
Teaching	<ul style="list-style-type: none"> • Experience of postgraduate and undergraduate teaching 	<ul style="list-style-type: none"> • Training in teaching 	Application and interview
Audit	<ul style="list-style-type: none"> • Effective participation in clinical audit 		Application and interview
Research	<ul style="list-style-type: none"> • Research relevant to the specialty 	<ul style="list-style-type: none"> • Publications in refereed journals 	Application and interview
Management		<ul style="list-style-type: none"> • Management of clinical service 	Application and interview
Personal	<ul style="list-style-type: none"> • Work independently • Good communication skills • Team skills 		Interview



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<p>General</p>	<ul style="list-style-type: none"> • Satisfactory pre-employment health screening • A Disclosure and Barring Service check satisfactory to the organization • Current and valid visa to allow work in the UK • Receipt of three references 		<p>Application and interview</p>
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