

## ST4 Orthodontic Training Programme

### Job Description

#### Post Details

<b>Office:</b>	Wales (HEIW)
<b>Job Title:</b>	Post-CCST (ST4) in Orthodontics
<b>Person Specification:</b>	See Person Specification
<b>Hours of work &amp; nature of Contract:</b>	40 hours; Full time (Less than full time will be considered)
<b>Main training site:</b>	University Dental Hospital, Cardiff Cardiff & Vale University Health Board
<b>Other training site(s):</b>	Royal Gwent Hospital, Newport Aneurin Bevan Health Board

#### Organisational Arrangements

<b>Training Programme Director (TPD):</b>	Mrs Sheelagh Rogers
<b>TPD contact details:</b>	Email: <a href="mailto:rogerss2@cardiff.ac.uk">rogerss2@cardiff.ac.uk</a> Tel: 029 20744511 Department of Orthodontics, University Dental Hospital, Cardiff.

## Training Details

The Training Programme is approved by the Postgraduate Dental Dean, HEIW with advice sought from the Specialist Advisory Committee in Orthodontics. The programme will be managed by the HEIW appointed Training Programme Director (TPD) who will be responsible for ensuring programme delivery.

The post includes a 3:2 split. Three days at the University Dental Hospital and two days in the Royal Gwent Hospital Newport. The University Dental Hospital will provide experience relevant to an NHS consultant in a large teaching hospital. The Royal Gwent Hospital will provide experience relevant to an NHS consultant in a district general hospital.

Successful completion of the training programme will include satisfactory completion of the ISFE examination in Orthodontics.

### Key Members of Staff

Associate Dean for Dental Core & Dental Specialty Training HEIW-Will McLaughlin

Training Programme Director – Sheelagh Rogers

Speciality Training Committee Chair – Sarah Merrett

Dental Speciality Training Administrator - Fran Yuen-Lee

## Duties and Responsibilities of postholder

### **Log Book, Appraisal and Assessment and Annual Planning**

The trainee will be expected to maintain an online professional portfolio and complete work-based assessments as outlined by the SAC in Orthodontics using the ISCP website: ([ISCP](#)). Progress will be assessed at the ARCP as per the Dental Gold Guide 2021: ([Dental Gold Guide 2021 - COPDEND](#)) and through regular meetings with their educational supervisor.

### **Clinical**

The Specialty Trainee will have a personal caseload of IOTN 4 and 5 malocclusions with more complex orthodontic needs, with a particular focus on patients requiring multidisciplinary care. They will have the opportunity to correct malocclusions using a range of appliances including Temporary Anchorage Devices (TADs). In addition, they will attend new patient clinics, review clinics and multidisciplinary clinics. Trainees are required to maintain a logbook of their experience.

### **Teaching**

The trainee will have responsibilities for supervision of dental undergraduates and orthodontic postgraduate students. They will also have opportunities to teach other dental professionals both in small and large groups.

### **Study/Research**

Study and examination leave allowance are as stated in the Terms and Conditions of Service. Research is actively supported.

### **Administrative**

The routine administrative content of this post is allowed for in the timetable.

### **Audit**

The trainee will be expected to actively participate in local, regional and national clinical audits and quality improvement projects.

### **Additional Responsibilities**

The successful applicant may be required to undertake such additional duties as may be required under the Terms and Conditions of Service of Hospital Medical and Dental Staff.

## Description of main training site

### **University Dental Hospital (UDH)**

The University Dental Hospital is situated in Cardiff just off the A48 on the site of the main Cardiff University School of Medicine campus.

The Department has an 11-chair polyclinic. Full digital imaging for both Clinical Photography and Radiography (including CBCT scanning) is available. There are a range of Multidisciplinary clinics involving Orthognathic and Minor Oral Surgery, Restorative and Implant provision, Paedodontic and other disciplines. Regular Cleft Clinics are held in the unit.

Regular Audit meetings are held and Post CCST Trainees are expected to play an active role in preparation and presentation of projects. The Post CCST trainees will also be expected to participate in the Departmental Journal Club to help in the preparation for the critical appraisal section of ISFE, and didactic teaching sessions.

Research laboratory and academic senior facilities are available to support structural training. Candidates are encouraged to continue research interest.

#### Orthodontic Consultants

Dr Sheelagh Rogers

Dr Sarah Merrett

Dr Caryl Wilson-Nagrani

Dr Andra Liepa

Dr Graham Oliver

Dr Jennifer Galloway

ST4-5 Trainees - 3 (Including this Post)

ST1-3 Trainees – 3

## Description of second training site

### **Royal Gwent Hospital**

The Royal Gwent Hospital is the major acute hospital of the Aneurin Bevan Health Board and is situated in Newport. The new Maxillo-facial Department was commissioned in 1995 and offers a fully refurbished integrated department offering a comprehensive clinical service in Oral and Maxillo-facial Surgery, Orthodontics and Restorative Dentistry. There is a full range of facilities including dedicated clinical, laboratory and nursing services to support the department. Full computerised digitising and orthognathic planning facilities are available. The unit traditionally supplies the DGH training programme for the Post CCST trainee in Orthodontics

#### Orthodontic Consultants

Ms Angharad Brown (Clinical Director)

Mr Nizar Mhani

Miss Megan Faulkner

#### ST4-5 Trainees

2 (Including this Post)

**Staff involved in training:**

<b>Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Role</b>
Dr Sheelagh Rogers	Consultant Orthodontist & Honorary Senior Clinical Lecturer	University Dental Hospital	Training Programme Director Clinical Lead for Orthodontics Clinical Supervisor
Dr Sarah Merrett	Consultant Orthodontist & Honorary Senior Clinical Lecturer	University Dental Hospital	Clinical Supervisor
Dr Caryl Wilson-Nagrani	Senior Clinical Lecturer & Honorary Consultant	University Dental Hospital	Clinical Supervisor
Dr Andra Liepa	Consultant Orthodontist & Honorary Senior Clinical Lecturer	University Dental Hospital	Clinical Supervisor
Dr Graham Oliver	Consultant Orthodontist & Honorary Senior Clinical Lecturer	University Dental Hospital	Educational Supervisor Clinical Supervisor
Dr Jennifer Galloway	Senior Clinical Lecturer & Honorary Consultant	University Dental Hospital	Clinical Supervisor
Dr Angharad Brown	Consultant Orthodontist & Honorary Clinical Teacher	Royal Gwent Hospital	Clinical Director Clinical Supervisor
Dr Nizar Mhani	Consultant Orthodontist & Honorary Clinical Teacher	Royal Gwent Hospital	Clinical Supervisor
Dr Megan Faulkner	Consultant Orthodontist & Honorary Clinical Teacher	Royal Gwent Hospital	Clinical Supervisor

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

	Mon (UDH)	Tue (UDH)	Wed (RGH)	Thu (RGH)	Fri (UDH)
AM	Consultant Review Clinic	Research / Study / Audit / Management / Admin	Personal Treatment Session	Personal Treatment Session	Personal Treatment Session 1:2  Rest/Ortho MDT 1:2
PM	Personal Treatment Session	Research / Study / Audit / Management / Admin  OGN MDT (RGH) 1:4	Personal Treatment Session 3:4  Research / Study / Audit / Management / Admin 1:4	New Patient Clinic 2:4  Personal Treatment 2:4	Personal Treatment Session

**UDH = University Dental Hospital, Cardiff;      RGH = Royal Gwent Hospital, Newport**

Personal Treatment Sessions = 5;    New Patient Clinics 1;      MDT and Reviews 2;      Non Clinical: Research / Study / Admin 2

This is an indicative timetable only and is subject to change. The trainee will be released from their regular clinical commitments to attend other multidisciplinary clinics at other training units as required. The timetable will be subject to change during training, so that the requirements of training are met.

## Terms and Conditions

### General

Terms & Conditions for this post are available at:

[Terms-and-Conditions-of-Service-2002-NHS-Medical-dental-staff.pdf \(nhsemployers.org\)](#)

The salary scale is available at:

[M&D\(W\) 04\\_2021 - M&D Pay Circular - PDF.pdf \(wales.nhs.uk\)](#)

The Relocation Policy is available at:

[Relocation reimbursement policy for trainees HEIW \(nhs.wales\)](#)

### Conditions of Service

The post is covered by the Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and the General Whitley Council Terms and Conditions of Service as amended in negotiation with the UHB Medical and Dental Staff Negotiating Committee.

- a) The post is nominally full time but requests for less than full time training (LTFT) would be considered. The Trainee will be advised of the working pattern for the post prior to taking up appointment.
- b) Applications for annual leave must be submitted in writing at least six weeks before leave is taken. It must also be requested having first taken into account your colleagues' leave so as to enable adequate clinical cover to be maintained.
- c) At no time should the Trainee work at a level exceeding their competence. All clinical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

### Conditions of Appointment

- d) The completion of a satisfactory health declaration questionnaire and screening is a condition of the appointment. The post holder must comply with the UK Health Department guidance on "Protecting Health Care Workers and Patients from Hepatitis B" (PSM(93)12), as implemented by the Trust.
- a) Because of the nature of the work of this post it is exempt from the provision of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are therefore not entitled to withhold information about convictions of the Act. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be, considered only in relation to an application to which the order applies.
- b) The Trainee must hold current registration with the GDC throughout the duration of this contract.



- c) The Trainee is normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (e.g. in service for which you receive a separate fee or in an emergency situation outside of work) you may not be covered by the indemnity. The Health Departments, therefore, strongly advise that you maintain membership of your medical defence organisation.
- d) The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on ULHBs for all staff that refers patients for medical radiation exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

### **Study Leave**

Trainees will be expected to attend national and international meetings as appropriate to their stage of training, subject to the appropriate discretion of the hosting Health Board, training programme director and HEIW. Attendance at postgraduate courses is strongly encouraged and trainees are expected to present papers at Local, National and International Meetings.

The Postgraduate Dean has developed a programme of modular workshops, to address generic educational needs to all trainees in all disciplines. This will cover management issues, clinical effectiveness, medical education, medical law and medical ethics. All Post CCST trainees will be expected to attend these courses.

### **Annual Leave**

The post is covered by the Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and the General Whitley Council Terms and Conditions of Service as amended in negotiation with the UHBs Local Negotiating Committee. The post holder will be expected to take leave proportionate to the time spent in each unit.

Applications for annual leave must be submitted in writing to the Personnel Department at least six weeks before leave is taken. It must also be requested having first considered your colleagues' leave to enable adequate clinical cover to be maintained.

## Other information

Visits to the departments will be encouraged only after short listing. Shortlisted applicants may visit any participating hospital by prior arrangements with the hospital concerned by contacting:

Mrs Sheelagh Rogers, Consultant in Orthodontics: [RogersS2@cardiff.ac.uk](mailto:RogersS2@cardiff.ac.uk) or

Ms Fran Yuen-Lee, HEIW Administrator: [Frances.Yuen-Lee@wales.nhs.uk](mailto:Frances.Yuen-Lee@wales.nhs.uk)

Shortlisted candidates are discouraged from communicating with members of the Appointments Committee.

Further information regarding this post can be obtained from Dr Sheelagh Rogers in the University Dental Hospital on Tel no: 029 20745511 and Mrs Angharad Brown in the Royal Gwent Hospital Tel no: 01633 238920.