

Paediatric Dentistry Training Programme

Job Description

Post Details

Office:	Wales (HEIW)
Job Title:	Specialty Registrar (StR) in Paediatric Dentistry
Person Specification:	See: Specialty training in dentistry - HEIW (nhs.wales)
Hours of work & nature of Contract:	40 hours Full Time
Main training site:	University Dental Hospital, Cardiff
Other training site(s):	South Wales Community Dental Service

Organisational Arrangements

Training Programme Director (TPD):	Ms Mechelle Collard
TPD contact details:	Collardmm@cardiff.ac.uk

Training Details

The Training Programme will be for a minimum of three years full time or equivalent pro rata duration. Each Trainee has an Annual Review of Competence Progression (ARCP) to confirm satisfactory progress through the training scheme.

The Training Programme is approved by the Postgraduate Dental Dean, HEIW with advice sought from the Specialist Advisory Committee in Paediatric Dentistry. The programme will be managed by the HEIW appointed Training Programme Director (TPD) who will be responsible for ensuring programme delivery and that the GDC approved specialty curriculum enables trainees to gain relevant competencies, knowledge, skills and attitudes and experience to achieve the Certificate of Completion of Specialty Training (CCST), subject to satisfactory progress.

The Programme Director is Ms Mechelle Collard, Consultant in Paediatric Dentistry at the University Dental Hospital of Wales. The programme is overseen by the Specialty Training Committee in Paediatric Dentistry, chaired by Ms Shannu Bhatia. Each hospital and community setting participating in the training programme has a nominated training supervisor.

Duties and Responsibilities of postholder

Log Book, Appraisal and Assessment and Annual Planning

As part of this training programme, the Trainee will be expected to keep a logbook of activity. The Trainee will register with the on-line portfolio, the Intercollegiate Surgical Curriculum Programme (ISCP). Progress will be formally assessed at the ARCP as per the Dental Gold Guide: [DGG 2018, Fifth Edition](#), and through regular appraisal with their educational supervisor.

Research

Specialty Trainees may have the opportunity to gain experience in research, encouraged through the completion of a Cardiff University, higher degree (MScD) or alternative programme.

Quality Improvement Programmes (Clinical Governance and Audit)

Trainees will be expected to participate in organised quality improvement including clinical governance and audit programmes. Meetings are regularly scheduled throughout training and the trainee will be expected to participate. Activity is supported and appropriate training will be provided.

Administration

Specialty Trainees will undertake administrative duties associated with the care of patients and the functioning of the Paediatric Dentistry service. Shared office accommodation with other dental trainees and staff will be provided.

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

The University Dental Hospital is situated in Cardiff on the same site as the University Hospital of Wales / Cardiff University School of Medicine, Dentistry and Health Sciences and the Children's Hospital for Wales. The Paediatric Dentistry Unit is housed in a modern clinic, comprising 14 dental operatories.

Facilities are available for the provision of the full range of hospital outpatient care in Paediatric Dentistry, including treatment under inhalation sedation. A comprehensive range of diagnostic, imaging and laboratory services supports the Unit.

The Paediatric Dentistry Unit works closely with the adjacent Orthodontic Unit and has excellent working relationships with all the other dental specialties. The Specialty has access to a modern theatre suite for the treatment of children under general anaesthesia on a day-case basis.

Fortnightly theatre lists are also available for the treatment of children who require in-patient admission within the Children's Hospital for Wales.

Out-patient clinics are held in the children's Hospital and specialty trainees will attend clinics there during their training period.

Regular Clinical Governance and Journal Club meetings are held, and the appointee will be expected to play an active role in preparation and presentation of audit projects, case presentations and paper reviews.

Description of second training site

The Swansea Bay University Health Board Community Dental Service provides services via clinics and domiciliary dental care from 7 clinics based in locations throughout Swansea and Neath Port Talbot.

Clinics are well equipped for the provision of dentistry with good access and additional facilities. Within Port Talbot Resource Centre there is a dedicated special care room including a wheelchair platform and bariatric chair. The unit is well equipped for catering to the needs of all Paediatric patients and a wide range of treatment is provided including a conscious sedation service using nitrous oxide and oxygen.

The Multi-professional education centre (MPEC) in the Princess of Wales Hospital contains clinical skills and resuscitation training facilities, a library, seminar rooms and lecture theatres. The centre is home to modern IT systems, experienced clinical teachers and technical support staff.

A staff Education Centre at Morriston Hospital, shared with the College of Medicine, with lecture theatres, seminar rooms and common rooms opened in 2015 as part of a substantial investment on the site to replace older facilities.

There is a small library and education centre at Cefn Coed Hospital to support the staff who work there. Singleton Hospital has a well-stocked library and seminar rooms for staff as well as education facilities for the College of Medicine in its own facilities. Neath Port Talbot Hospital has an education centre and library on the top floor of the main hospital building. All five libraries are integrated to provide support for students and staff across the Health Board.

The team consists of

- Clinical Lead
- Consultant in Special Care Dentistry
- Specialists in Paediatric Dentistry (2)
- Senior Service and Patient Pathway improvement Manager
- Operations Manager
- Senior Dental Officers
- Dental Officers
- Dental Therapists
- Senior Dental Nurse
- Dental Nurses
- Administration staff
- Gwen am Byth/Cluster Transformation/Designed to Smile Programme Leads

Staff involved in training:

Name	Job Title	Site	Role
Mechelle Collard	Consultant/ Hon Senior Lecturer Paediatric Dentistry	University Dental Hospital, Cardiff	Training Programme Director
Monica Neil	Consultant in Paediatric Dentistry	University Dental Hospital, Cardiff	Educational Supervisor
Emma Hingston	Consultant/ Hon Senior Lecturer Paediatric Dentistry	University Dental Hospital, Cardiff	Clinical Supervisor
Shannu Bhatia	Senior Lecturer/Hon consultant in Paediatric Dentistry	University Dental Hospital, Cardiff	Clinical Supervisor
Rohini Mohan	Specialist in Paediatric Dentistry	Swansea Bay University Health Board	Clinical Supervisor
Sara Hughes	Specialist in Paediatric Dentistry	Swansea Bay University Health Board/ University Dental Hospital, Cardiff	Clinical Supervisor
Lois Davies	Specialist in Paediatric Dentistry	University Dental Hospital, Cardiff/ Cwm Taf University Health Board CDS	Clinical Supervisor

Indicative timetable (details are subject to change)

Clinical sessions may be held at the Paediatric Dentistry Department, Dental Hospital, Cardiff, the Children's Hospital for Wales, Cardiff, or Community Dental Clinics across South Wales including those within Swansea Bay University Health Board (2 days/week)

Days and sessions will be subject to change dependent upon attendance at community clinics, theatre sessions and multi-disciplinary joint clinics.

This timetable will also change on a rotational basis to ensure access to all clinics and theatre lists held across the week.

Week 1

	Mon	Tue	Wed	Thu	Fri
AM	Out-patient treatment/theatre list	Out-patient treatment/theatre list	Consultant-led new patient clinic	Out-patient treatment	Out-patient treatment
PM	Out-patient treatment/theatre list	Out-patient treatment/theatre list	On-site study/clinical admin session	On-site study/clinical admin session	Out-patient treatment

Terms and Conditions

Terms & Conditions for this post are available at:

[Terms and Conditions of Service NHS Medical and Dental Staff 2002](#)

The salary scale is available at:

[Medical and Dental Pay Circular M&D\(W\)05/2020](#)

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

- a) 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.
- b) 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.



- c) The Trainee must hold current registration with the GDC throughout the duration of this contract.
- d) 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.

Study Leave

Specialty Trainees will be expected to attend national and international meetings as appropriate to their stage of training, subject to the appropriate discretion of employing Consultants in Health Boards. Attendance at postgraduate courses is strongly encouraged and Specialty Trainees are expected to present papers at Unit, National and International Meetings.

A programme of modular workshops to address generic educational needs to all StRs in all disciplines has been developed by the Postgraduate Dean. This will cover management issues, clinical effectiveness, medical education, medical law and medical ethics. All StRs will be expected to attend their courses.

Other Information

Further information can be obtained from Ms Mechelle Collard, Training Programme Director at the following address:

Consultant and Honorary Senior Lecturer in Paediatric Dentistry
University Dental Hospital
Heath Park
Cardiff
CF14 4XY

Email: Collardmm@cardiff.ac.uk

Arrangements for Visiting the Unit

Visits to the departments will be encouraged only after short listing. Shortlisted applicants are encouraged to visit participating hospitals by contacting:

Ms Mechelle Collard, Consultant in Paediatric Dentistry: Collardmm@cardiff.ac.uk
Or Ms Fran Yuen-Lee: Frances.Yuen-Lee@wales.nhs.uk within HEIW.

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