

## Paediatric Dentistry Training Programme

### Job Description

#### Post Details

<b>Office:</b>	Wales (HEIW)
<b>Job Title:</b>	Specialty Registrar (StR) in Paediatric Dentistry
<b>Person Specification:</b>	See: <a href="https://nhs.uk/specialty-training-in-dentistry-heiw">Specialty training in dentistry - HEIW (nhs.wales)</a>
<b>Hours of work &amp; nature of Contract:</b>	40 hours Full Time
<b>Main training site:</b>	University Dental Hospital, Cardiff
<b>Other training site(s):</b>	South Wales Community Dental Service

#### Organisational Arrangements

<b>Training Programme Director (TPD):</b>	Ms Mechelle Collard
<b>TPD contact details:</b>	<a href="mailto:Collardmm@cardiff.ac.uk">Collardmm@cardiff.ac.uk</a>

## 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**

South Wales has an extensive network of Community Dental Clinics, including two purpose-built facilities; Keir Hardie Dental Unit, based at Merthyr Health Park, approximately 20 miles north of Cardiff, and the Dental Teaching Unit at Port Talbot Resource Centre, approximately 35 miles west of Cardiff.

Specialist-led clinics take place in Keir Hardie, Port Talbot Resource centre and at clinics within Cardiff and Vale and neighbouring Aneurin Bevan Health Boards.

Appointees will be expected to travel to Community Clinics in South Wales, in order to gain experience of providing specialist dental care in a Community setting.

**Staff involved in training:**

<b>Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Role</b>
Mechelle Collard	Consultant/Hon senior lecturer Paediatric Dentistry	University Dental Hospital, Cardiff	Training Programme Director
Emma Hingston	Consultant Hon senior lecturer Paediatric Dentistry	University Dental Hospital, Cardiff	Educational Supervisor
Monica Neil	Consultant in Paediatric Dentistry	University Dental Hospital, Cardiff	Clinical Supervisor
Shannu Bhatia	Senior lecturer/Hon consultant in Paediatric Dentistry	University Dental Hospital, Cardiff	Clinical Supervisor
Sara Hughes	Specialist in Paediatric Dentistry	University Dental Hospital, Cardiff	Clinical Supervisor
Lois Davies	Specialist in Paediatric Dentistry	University Dental Hospital, Cardiff / Cwm Taf Morgannwg 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

Days and sessions will be subject to change dependent upon attendance at community clinics, theatre sessions etc.

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/CDS session	Consultant-led new patient clinic	Out-patient treatment	Out-patient treatment
PM	Out-patient treatment/theatre list	Out-patient treatment/CDS session	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](mailto: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](mailto:Collardmm@cardiff.ac.uk)  
Or Ms Fran Yuen-Lee: [Frances.Yuen-Lee@wales.nhs.uk](mailto:Frances.Yuen-Lee@wales.nhs.uk) within HEIW.

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