

RECRUITMENT INFORMATION PACK

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Insert Full Job Title here



Job particulars

Job Title	Clinical Fellow (St1/2 level) in OMFS, Fixed Term (12 months)
Pay Band	ST1/2 level
Location	Royal London Hospital and Whipps Cross University Hospital
Reports to	Consultants in OMFS
Responsible to	Clinical Lead in OMFS

Job purpose

Trust Clinical Fellows (ST1/2's) are rotated across the Oral & Maxillofacial consultant firms during their 12-month placement. This includes attending lists and clinics with consultants at Royal London Hospital and Whipps Cross University Hospital. The Clinical Fellows are expected to participate in duties which include theatre, ward work, outpatient clinics, LA and day/night on-call. There are multiple opportunities to attend theatres that allows for independent surgical activity to be gained under supervised conditions. Clinical Fellows are also expected to collate pathological reports and complete discharge summaries on completed cases for their consultants/teams.

These advertised posts are NOT recognised by the London Deanery for training. However, the department is keen to develop and tailor training opportunities to suit each fellow.

Key working relationships

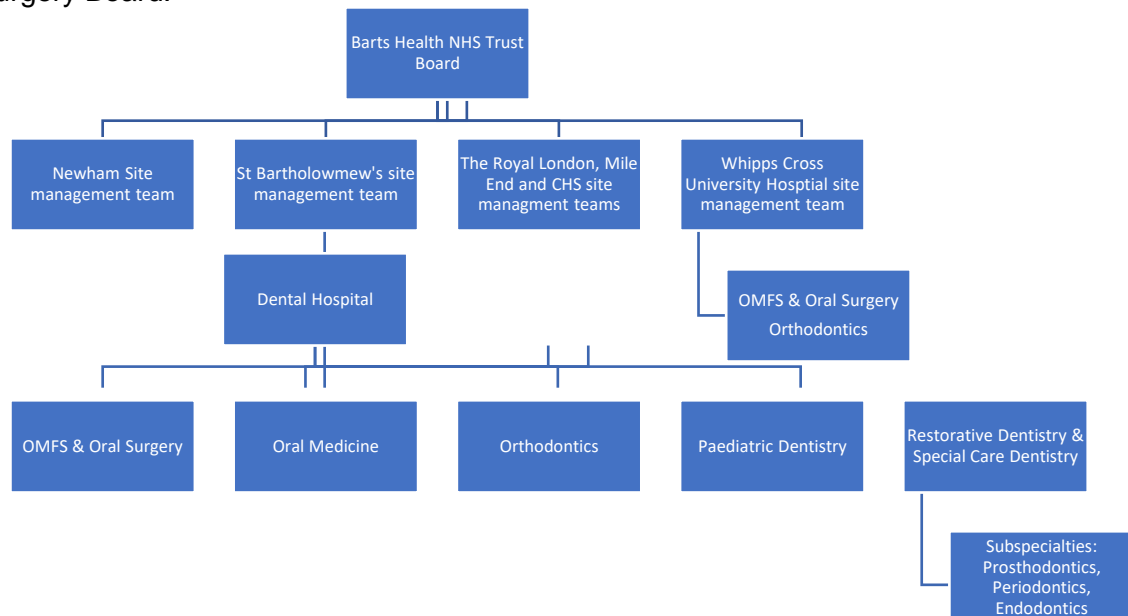
Professional relationships with key partners, employees and boards.

Internal	External
Consultants and their teams	GPs / GDPs / External Agencies
Central Outpatient Services	Patients and relatives
Dental Nurses	Community Teams
Scheduling team	
Patient Pathway Coordinators	
Cancer team	
Ward Clerks	
Service Managers	
Other clinical and non-clinical personnel of the Directorate	



Structure chart

Barts Health NHS Trust operates 7 Clinical Boards: Cancer, Cardiovascular, Children's Health, Emergency Care, Medicine, Surgery, Women's Health. Dental & OMFS are part of the Surgery Board.



Hours of work

These advertised posts are currently shift based working pattern Monday to Friday 09:00 to 17:30. The night on-call component is 1:8. The working hours and work intensity of all posts for doctors are subject to continuous review in accordance with the new Junior Doctors' contract. Regular monitoring of working hours is a feature of this Trust. Barts Health NHS Trust reserves the right to change the parameters of the standard working week, and the area in which you are required to undertake it, in the light of the requirements of the service. Barts Health NHS Trust will endeavor to give as much advance notice as possible of such change. In the event of a change in the number of additional duty hours you are required to undertake, your pay will be adjusted appropriately.

You will be required to provide on-call cover and take patients throughout Barts Health NHS Trust, including cross district, inter-directorate, and Barts Health NHS Trust reserves the right to change cover requirements in accordance with the needs of the service. The Trust reserves the right to require you to be resident when on-call either occasionally or regularly.



Main duties, responsibilities, and results areas

Responsibility for Patients:

- To undertake supervised duties in both minor and major oral and maxillofacial surgery, necessitating the management of patients on both an out-patient and in-patient basis.
- To participate in the on-call rota.
- To be involved in the departmental research activity.
- To participate in the audit of patient services and to assist the consultants in the direction and management of patient services.
- To undertake other duties from time-to-time at the discretion of the Consultants.
- Responsibility for Resources:
- To be compliant with the Data Protection Act, Trust Equal Opportunities and Health and Safety Regulations.
- To use resources at their disposal with due regard to care, safety and appropriateness.

Responsibility for Administration:

- To use the local patient / department / audit and resource management system as well as informing reception and the secretaries of any issues related to patient care that require entry to the PAS system.
- To dictate letters and reports required in the delivery of patient care.
- To keep comprehensive and contemporaneous records as directed by the Consultants and Trust.
- Research and Development:
- To participate in department surveys, audits, clinical trials as agreed and directed by the Consultants or Trust.
- To participate and actively promote clinical research within the department.

Education and Training:

- Study leave is available as provided for under the Terms and Conditions of Service and Hospital Medical and Dental staff.
- The current Educational Supervisor for junior trainees in the Maxillofacial Unit is Mr Rishi Bhandari and Mr John Blythe.
- Structured training is protected for one session equivalent weekly including regular Audit of activity and clinical quality issues.
- The main research interest of the Department includes tumour cell studies relating to cancer surgery. National Oral Cancer Week was a major attribute



of this Unit. A national centre for research into facial and oral disease is being established.

- Trauma research is aided by a computerised database. Papers have been presented both nationally and internationally within the past 12 months.
- All consultants have had papers and/or book contributions published within the past 3 years. The unit has contributed to the Grade 4 Nation Research grading of Dental School.
- Other junior staff publications within the past 3 years have resulted from interdepartmental co-operative efforts with Oral Pathology, Orthodontics, Biomechanical Engineering, Information Technology, medical imaging and psychology departments.
- Trainees have been granted time to attend overseas conferences and to visit surgical units in the past 12 months.

Pastoral considerations

The named Educational Supervisors and Senior Trainees conduct formal counselling interviews.

All 5 recent Senior trainees have obtained consultant appointments within 3 months of first application for posts.

Several of our trainees employed within the past 4 years are currently reading Medicine with the intention of pursuing careers in the Speciality.

Satisfactory resident quarters are available for residents. Although not guaranteed, most non-residents have obtained hospital-associated accommodation for the majority of their appointment period. There is a car parking facility for on-call senior trainees.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time-to-time in the light of changing circumstances and after consultation with the post-holder.

Working conditions

Criteria	Description
Physical	Good manual dexterity and hand eye co-ordination is essential
Emotional	To be capable of managing stressful inter-personal situations
Working Conditions	Remains flexible and organised in an unpredictable environment. Due care and attention to detail and the management of some



	hazardous and sharp materials is required and an expectation of the nature of OMFS service delivery.
Mental	Effectively manages self and all disciplines whilst working in a highly stressful environment.

Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). www.nmc-uk.org/

Person specification

[Use the table below and:

- Be specific and clear – don't not use internal jargon
- Use inclusive and supportive language
- Use words that have a clear meaning and are easy to understand
- Do not state how many years of experience the candidate should have in profession as this is age discrimination.]

Domain	Essential Criteria	Desirable Criteria
Qualifications	BDS or equivalent and full registration with the General Dental Council (UK) MJDF or equivalent	
Experience	At least 1 year SHO level experience in Oral & Maxillofacial Surgery	



Knowledge	Awareness of Equal Opportunities, Health & Safety, Data Protection and Patient Care Legislations.	
Skills	<p>Willingness to take responsibility.</p> <p>Ability to work unsupervised.</p> <p>Flexible and co-operative with colleagues.</p>	
Other	<p>High level of interpersonal skills.</p> <p>Able to communicate in lay terms, technical information to patients and dentists.</p> <p>Able to communicate in verbal and written English to appropriate standard necessary.</p>	

