# HEALTH EDUCATION ENGLAND working across YORKSHIRE and the HUMBER

# Job Description

**ST1 training post**

In

Orthodontics

York NHS Trust and Leeds Dental Institute

**HEE YH**

**ST1 training post**

**in ORTHODONTICS**

**JOB DESCRIPTION**

1. This is an ST1 appointment in Orthodontics. This is a post for five years (run through to ST5 subject to satisfactory progress), which will be a between a joint appointment between York Hospital and Leeds Dental Institute. The post is a training post complying with the recommendations of the Joint Committee for Specialist Training in Dentistry. The training programme complies with the recommendations of the Joint Committee for Higher Training in Dentistry.  Approval has been granted by the Health Education Yorkshire and the Humber and by the Specialist Advisory Committee in Orthodontics. The post has been allocated a National Training Number. The normal period of these ST posts will be three years of consecutive training ST1 followed by run-through to ST4-5, subject to satisfactory progress.

The Dental Postgraduate Dean confirms that this post and Programme has the required educational and staffing approval to provide the training required. The appointment will be subject to yearly ARCP assessment.

2. Candidates will be expected to have complied with the essential criteria specified in the national person specification for ST1 appointment

3. The normal period of this ST1 post will be 3 years of consecutive training on a full-time basis with the option to extend for an additional 2 years. Precise locations for post CCST training will be determined during training but will be based at Leeds Dental Institute and York Hospital unless there are good educational reasons for this to change. The training programme complies with the recommendations of the Joint Committee for Higher Training in Dentistry.  Approval has been granted by the Health Education England Yorkshire and the Humber. The post has been allocated a National Training Number. The normal period of these ST posts will be three years of consecutive training ST1 followed by run-through to ST4-5, subject to satisfactory progress.

4. The clinical training is structured according to the guidelines for specialist training in Orthodontics issued by the SAC and accepted by the General Dental Council, geared towards successful completion of training and performance in the Orthodontic Membership Examination.

The successful applicant will treat a personal caseload of malocclusions, taking part in new patient/review clinics involving a variety of dental and medical specialties and participate in clinical audit.

 During the period of appointment, the programme will include:

1. History taking and treatment planning for new patients prior to and in conjunction with the relevant Consultant Orthodontist.
2. Treatment of patients under supervision with a wide range of malocclusions of varying complexity
3. The management of multidisciplinary cases which will be associated with attendance at the combined clinics held with colleagues in Oral and Maxillofacial Surgery and other dental specialties.

**Study and Training**

The post provides formal and informal training through the Northern Universities Consortium for Specialty trainees and instruction in orthodontics including technical and typodont work. The Training Programme Director in conjunction with the Educational Supervisor carries out performance assessments and reviews and there are also appraisal interviews termly.

It will comprise on a weekly basis 6 clinical sessions sessions, with the remainder of the time split between formal tuition and personal study.

The candidate will have the opportunity to enroll for a Masters degree or be supported to satisfy the curriculum requirements by the submission of academic papers . The successful applicant will need to satisfy the pre-CCST Orthodontic curriculum research requirement;

“The research component should fulfil the minimum M level requirements of the Quality Assurance Agency and may take the form of the satisfactory submission of a research dissertation (for example as part of an MSc, MClinDent, DDS or equivalent), and/or two papers in appropriately peer reviewed journals submitted on work undertaken during the training period”.

The successful applicant can do this either by;

* Successful submission of 2 papers which will be supported by the orthodontic training body. Appropriate projects and support will be offered during pre-CCST training
* Successful submission of a self-funded M level research degree
	+ Part-time MRes at University of Leeds

There will an opportunity to discuss which route is most appropriate with members of HEE YH faculty once the post has been accepted

In addition to the clinical timetable outlined below, the postholder will have the opportunity to contribute to Clinical effectiveness, teaching/training and administration/managerial activity

**Proposed Timetable**

This timetable is subject to change but must conform to the SAC guidance.

York/LDI Educational Supervisor: Hock Goh

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Mon. | Tues. | Wed. | Thurs. | Fri. |
| AM | Activity | T | T | T | NP | T |
|  | Hospital | York | York | York | LDI | LDI |
|  | Trainer | HHG | JR | TM | HD | SL |
|  |  |  |  |  |  |  |
| PM | Activity | T | Admin | T | Academic | Admin |
|  | Hospital | York | York | York | LDI | LDI |
|  | Trainer | HHG |  | TM |  |  |

**Leeds Dental Institute**

The Institute was established on 1st April 1992 and is a semi-autonomous body with the Leeds Teaching Hospitals NHS Trust incorporating the Dental Hospital at Leeds and the University Leeds School of Dentistry.

The unified management and professional staffing arrangements within the Institute reflect the objectives of:

\* providing a clinical service

\* providing undergraduate and postgraduate education

\* pursuing research

**The Orthodontic Department:**

The department works closely with the specialties of Paediatric Dentistry, restorative and Oral Surgery. Orthodontics was formerly part of the Division of Child Dental Health and included Paediatric Dentistry and Community Dental Health.

The Clinical area was completely refurbished at the start of 2010. Currently it comprises of two single chaired surgeries and a twelve-chaired polyclinic suite. Shared office facilities for STs exist on the floor above the Department. There is a room with tracing facilities near the clinical area. The laboratory services are housed in the main Hospital Laboratory close to the clinical area. Full computer facilities for radiographic digitisation analysis (OPAL and Dolphin), back-up of digital patient images and for clinical audit purposes are available, as are word processing facilities. The Dental Institute has a computer-based patient administration system.

Leeds has a first class record for the training of postgraduate orthodontic students and ST’s and is a recognised centre of excellence. There are excellent working relationships with the Regional Orthodontic Consultants and with the Specialist Orthodontic Practitioners in the Leeds area.

The Orthodontic Department is the regional centre for the Yorkshire Cleft Lip and Palate database and has excellent working relationships with other departments within the Institute and with the departments of Plastic Surgery, Paediatrics and Speech Therapy within the Leeds General Infirmary. The Leeds Cleft Lip and Palate Clinic is held at the Institute, as are monthly joint clinics with both the Oral and Maxillofacial Surgeons and the Restorative Consultant staff.

**Staffing:**

Consultant Orthodontists:

Mr T Hodge Head of Department, Department of Orthodontics, LDI

Mr D Morris Consultant Orthodontist, LDI

Ms H Dhaliwal Consultant Orthodontist, LDI

Mr C Lowney Consultant Orthodontist and

 Honorary Clinical Lecturer

Ms Z Jawad Honorary Clinical Lecturer

Mr SJ Littlewood Consultant Orthodontist, Bradford and Honorary Senior Clinical Lecturer.

Ms N Houghton Consultant Orthodontist, Bradford and Honorary Senior Clinical Lecturer, TPD

Non-Consultant Staff:

Orthodontic therapists x 5 (qualified)

2 ST4-5

5 ST1-3 trainees (including these 2 posts)

Support staff:

Secretarial, Nursing and Reception Support Staff

3 Hospital laboratory orthodontic technicians

Further details regarding the regional units can be provided on request.

**York Teaching Hospitals NHS Foundation Trust**

York Teaching Hospitals NHS Foundation Trust provides secondary medical and dental care and community medical services for York and a large part of North Yorkshire (population 850 000). The Trust has two acute hospitals (York and Scarborough), an elective care hospital in Bridlington and community hospitals in Whitby, Malton and Selby. It has close links with HYMS (Hull-York Medical School) and provides the clinical teaching for HYMS on the York site.

The Orthodontic Department in York is located in the dedicated outpatient department of the Head and Neck Directorate. Outpatient services within the Head and Neck Directorate include the specialties of ENT, Maxillofacial Surgery, Restorative Dentistry and Orthodontics and Audiology services. There are eight ENT consultants, six Maxillofacial surgery consultants, two Restorative Dentistry consultants and three Orthodontic consultants. This consultant team provides ENT, Maxillofacial Surgery, Restorative Dentistry and Orthodontic services throughout York and the whole of North Yorkshire.

The Orthodontic Department consists of a four-chaired surgery and two single- chaired surgeries that are shared with Restorative Dentistry.

There are ten dental nurses who work between Orthodontics, Restorative Dentistry and Maxillofacial surgery and they provide really excellent support for the clinicians.

The technician laboratory is situated adjacent to the surgeries and houses two orthodontic technicians, one restorative technician, one maxillofacial technician and a technician’s assistant. All debonded cases are PAR scored by one of the calibrated technicians. The laboratory staff runs a very responsive and high-quality service.

The department has excellent secretarial support and the Directorate has a dedicated staff team on reception to organise clinics and appointments. There is a central patient database (CDP) which is the Trust’s electronic database and has been written in-house by the extremely helpful IT team. It works incredibly well and is very user-friendly. The department also runs an electronic daybook which allows accurate data to be maintained of activity within the department at an individual and departmental level.

Offices for junior staff are shared between all specialties within the Directorate. OPAL planning is set up on all computers within the department.

Joint clinics are held with Restorative Dentistry and Maxillofacial surgery on a monthly basis. There are excellent working relationships across all of these specialties and the lay-out of the Directorate allows close interaction between all staff.

**Consultant Staff**

Dr Hock-Hoe Goh: Scarborough General Hospital: 4 sessions

York Hospital: 4 sessions

Dr Tarun Mittal: York Hospital: 4 sessions

Scarborough General Hospital: 2 sessions

Dr Jennifer Rae: Harrogate District Hospital: 4 sessions

York Hospital : 4 sessions

**Non-consultant staff**

* 1 part-time ST (4 sessions) – this post
* 1 part-time Specialty Dentist (3 sessions)
* 1 part-time clinical assistants (1 session only)
* 1 part-time Orthodontic therapist (8 sessions)
* 10 dental nurses
* 2 full-time orthodontic technicians and 1 trainee technician
* 1 full-time secretary
* 5 reception staff

**Visits to the Units**

There will be no formal open day. Interested applicants are advised to contact the following consultants for informal visits at the various units below:

* PGH Hospital: James.Spencer@hee.nhs.uk
* York Hospital: h.goh@nhs.net / jennifer.rae@york.nhs.uk
* Leeds Dental Institute: trevor.hodge@nhs.net

**Rehabilitation of Offenders Act 1974**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.

**ROTATIONS**

All rotations are subject to revision in the light of recommendations by the Speciality Training Committee.

**ACCOMMODATION**

Whilst hospital accommodation may be available for non-resident staff, this will be determined by staff making their own local enquiries. Such **accommodation MUST be vacated when the trainee leaves or moves on to the next stage of the rotation.**

**TRAINING IN RADIATION PROTECTION**

Any person who has direct control over the exposure of a patient must have a 'Core of Knowledge'.

**NOTICE**

A period of three months' notice is applicable to this appointment (Paragraph 197a of the Terms and Conditions of Service for Hospital Medical and Dental Staff refers). Resignation letters must be sent to Yorkshire Deanery Medical Personnel Department.

**FLEXIBLE TRAINING**

Applicants considering working flexibly should contact the Postgraduate Dental Deans Office on 0113 343 1526

**EMPLOYMENT ARRANGEMENTS**

The Leeds Teaching Hospitals NHS Trust holds the employer's responsibility for all Registrars, Senior Registrars and Specialist Registrars within the Yorkshire Deanery and therefore doctors appointed to this post will be employed by the Leeds Teaching Hospitals NHS Trust. Details of employment policies are provided on appointment.

These arrangements are fully supported by the BMA***.***

***Please note all this information is subject to change before 1 Oct 2019 – a fully updated version will be available to any prospective StR before signing any contract.***



COPDEND agreed template to accompany Orthodontic St1 (CCST) posts declared for Orthodontic National recruitment. V2.0 Author: Peter Briggs. Approved: April 12th 2023.

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|  |  | Delivery within post  |
| Orthodontic St1 Post Job Description  | Approval has been granted by the Post Graduate Dental Dean of Yorkshire and Humber Statutory Education Body (SEB). The successful trainee to this post will be allocated a National Training Number. The normal period of Orthodontic pre-CCST ST posts will be for three years of consecutive training, subject to satisfactory progress by the trainee. Run through posts will include both pre-CCST and post-CCST elements.  |  |
| 2010 Curriculum Research requirement  | The Orthodontic 2010 research component should fulfil the minimum M level requirements of the Quality Assurance Agency and may take the form of satisfactory submission of a research dissertation (for example as part of an MSc, MClinDent, DDS or equivalent), and / or two papers in appropriately peer reviewed journals submitted on work undertaken during the training period. This post can provide this requirement either by;1. Option 1:

Successful submission of 2 papers which will be supported by the orthodontic training body at no cost to the trainee. Appropriate projects and support by named supervisors will be offered.Or Option 2:Successful submission of a self-funded M level research degree* + Part-time MRes at University of Leeds current cost £2,298 per year for 2 years.
 | Research Option 1: The PGDD undertakes to provide support for submission of two papers within this post. Appropriate projects and support will be offered by research supervisors for this.Submission of 2 papers will be supported by the local orthodontic training faculty at no financial cost to the trainee. Research Options 2: Consideration of research options will be encouraged, where appropriate. Any funding requirement for such will be the responsibility of the learner (as option 1 is available within post).Note: As a Full time NHS employee it will only be possible to enrol on a PT university degree. NHS training timetable requirements mean this cannot be for more than 3 sessions per week. Trainees wishing to enrol on a FT ‘taught’ Masters or Doctorate programme can consider application for an Out of Programme (OOP) to do so.  |
| Choosing appropriate Research requirement  | The trainee will have the opportunity to formally meet to discuss which route is most appropriate for them. This meeting will include nominated designate(s) senior clinicians of the PGDD (e.g. Postgraduate Associate Dental Dean), the specialty TPD and the Education Supervisor and relevant members of the training faculty, once the post has been accepted. | This meeting will be facilitated and take place once the trainee has been offered the post.  |
| Arrangements for the Specialty Education Programme  | The trainee will have access to a specialty educational and typodont / simulation programme throughout the training programme, which supports the curricula elements of CCST training. Local agreements between NHS and University faculty will facilitate this.  | Access to the CCST educational programme will be available for trainees who choose either Option 1 or Option 2, for the delivery of the 2010 curriculum research requirement.   |