

**SPECIALTY REGISTRAR IN ORAL MEDICINE**

**Job Description**

**APPOINTMENT**

The Postgraduate Dental Dean has approved this post for training and may seek advice from the SAC in Oral Medicine as necessary. The post has the requisite educational and staffing approval for Specialty training leading to a CCST and Specialty Registration with the General Dental Council.

Applicants considering applying for this post on a Less Than full Time (flexible training) basis should initially contact the Postgraduate Dental Dean's office in Sheffield for a confidential discussion.

The appointment is for three years or for five years depending on entry qualifications, renewable annually subject to satisfactory work and progress.

**QUALIFICATIONS/EXPERIENCE REQUIRED**

Applicants for Specialty training must be registered with the GDC, fit to practice and able to demonstrate that they have the required broad-based training, experience and knowledge to enter the training programme.

Applicants for Specialty training in Oral Medicine must be fully registered with the GDC and may also be fully registered with the GMC, fit to practice and able to demonstrate that they have the required broad-based training, experience and knowledge to enter the training programme.

Normally applicants will have passed the MFDS, MJDF or equivalent examination as evidence of satisfactory completion of Dental GPT and have satisfactorily completed medical FY 1 competencies if they hold a Medical Degree. Those without a College examination may be allowed entry to Specialty training if they hold a higher degree in an appropriate and relevant subject area, or can demonstrate an appropriate level of knowledge and prior experience.

**CONTRACTED HOURS**

Standard hours: 40

**SHEFFIELD**

Sheffield is England's fourth-largest city, with a population of over half a million, with the wealth of facilities you would expect to find in a major city, yet it is compact, welcoming and accessible. It is a friendly city with a prosperous economy and relatively low cost of living, all of which makes for an excellent quality of life.

It has good rail and road links, with a typical train journey to London St Pancras taking 2 hours. Manchester Airport is also just over an hour away with an ever expanding repertoire of routes to national and international destinations.

The city of Sheffield contains an abundance of entertainment and cultural activities including award-winning theatres, (the Crucible and Lyceum are world-class theatres and major regional attractions), museums and galleries, a variety of clubs and live music venues, and a range of spectator and participation sports. With a thriving cultural industries quarter and a range of city-wide events throughout the year, there is something on offer to suit everyone's taste and interests.

Sheffield also boasts two of Britain's most popular and successful Universities, which between them attract more than 38,000 students a year

Located on rolling hills and dissected by river valleys, Sheffield is one of the greenest and most wooded cities in Europe. More than a third of the city lies inside the beautiful Peak District National

Park, and it is virtually surrounded by open countryside – over half the city’s population live within 15 minutes of open countryside. It is also the greenest city in England, with 175 woodlands and 75 public parks. There is also a wide range of affordable housing and excellent schools on offer.

## **ORGANISATION PROFILE**

Sheffield Teaching Hospitals NHS Foundation Trust is one of the UK’s busiest and most successful NHS foundation trusts. We provide a full range of local hospital and community services for people in Sheffield, as well as specialist care for patients from further afield, including cancer, spinal cord injuries, renal and cardiothoracic services. In addition to community health services, the Trust comprises five of Yorkshire’s best known teaching hospitals.

- The Royal Hallamshire Hospital
- The Northern General Hospital
- Charles Clifford Dental Hospital
- Weston Park Cancer Hospital
- Jessop Wing Maternity Hospital

The Trust has a history of high quality care, clinical excellence and innovation in medical research. The Trust has been awarded the title of ‘Hospital Trust of the Year’ in the Good Hospital Guide three times in five years and we are proud to be in the top 20% of NHS Trusts for patient satisfaction.

We strive to promote a culture of continuous quality improvement and encourage our staff to innovate and adopt ‘best practice’ in order to deliver the highest standard of care to our patients.

The Northern General Hospital is the home of the City’s Accident and Emergency department which is also now one of three adult Major Trauma Centres for the Yorkshire and Humber region. A number of specialist medical and surgical services are also located at the Northern General Hospital including cardiac, orthopaedics, burns, plastic surgery, spinal injuries and renal to name a few.

A state-of-the-art laboratories complex provides leading edge diagnostic services. The hospital also provides a wide range of specialist surgery such as orthopaedic, spinal cord, hand and kidney transplantation.

The Royal Hallamshire Hospital has a dedicated neurosciences department including an intensive care unit for patients with head injuries, neurological conditions such as stroke and for patients that have undergone neurosurgery. It also has a gastroenterology department, a large tropical medicine and infectious diseases unit as well as a specialist haematology centre and other medical and surgical services.

Sheffield Teaching Hospitals is home to the largest dental school in the region, a maternity hospital with a specialist neonatal intensive care unit and a world renowned cancer hospital. The Trust is also integrated with the City’s adult NHS community services to support our work to provide care closer to home for patients and preventing admissions to hospital wherever possible.

We have a long tradition of clinical and scientific achievement, including the development of one of the UK’s first Academic Health Sciences Networks.

Through our partnerships with the University of Sheffield, Sheffield Hallam University, other health and social care providers and industry we remain at the forefront of advancements in clinical services, teaching and research.

We have around 15,000 employees, making us the second biggest employer in the city. We aim to reflect the diversity of local communities and are proud of our new and existing partnerships with local people, patients, neighbouring NHS organisations, local authority and charitable bodies.

We strive to recruit and retain the best staff: the dedication and skill of our employees are what make our services successful and we continue to keep the health and wellbeing of our staff as a priority.

Our vision is to be recognised as the best provider of healthcare, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city. We have begun this journey with our staff, partners and patients and we will continue to explore every aspect of our business to ensure we are doing our very best to achieve our vision.

## **PROUD VALUES**

These are the values that all staff at Sheffield Teaching Hospitals NHS Foundation Trust are expected to demonstrate in all that they do.

**Patients First** – Ensure that the people we serve are at the heart of what we do

**Respectful** – Be kind, respectful, fair and value diversity

**Ownership** – Celebrate our successes, learn continuously and ensure we improve

**Unity** – Work in partnership with others

**Deliver** – Be efficient, effective and accountable for our actions

For further details of our services and organisational structure, including our Board of Directors, and our future plans please visit [www.sth.nhs.uk/about-us](http://www.sth.nhs.uk/about-us)

### **School of Clinical Dentistry**

The School of Clinical Dentistry, one of the top dental schools in the UK, has been commended for the international quality of its teaching in successive QAA periodic reviews (last in 2013). Ninety two percent of its profile was graded as ‘world leading’ or ‘internationally excellent’ in the recent Research Excellence Framework 2014 (REF) exercise’. The School is consistently top in the National Student Satisfaction Surveys and in the good university guides.

The School has an intake of 71 dental undergraduates for its five year BDS programme. It has an annual intake of 24 students on the Diploma in Dental Hygiene and Dental Therapy course, which runs for twenty-seven months. In addition, the School has a significant annual intake of postgraduate students on taught courses and reading for higher degrees by research.

The University’s Medical School, the Health Sciences Library and the Royal Hallamshire Hospital are nearby and all are on the perimeter of the main University campus.

The Dental School is currently divided into seven academic units:

	<b>Head of Unit</b>
Dental Public Health	Dr Barry Gibson
Hygiene and Therapy	Mrs Emma Fisher
Oral Health and Development	Professor Philip Benson
Oral and Maxillofacial Medicine and Surgery	Professor Ian Brook
Oral and Maxillofacial Pathology	Professor Paula Farthing
Primary Dental Care	Dr Sandra Zijlstra-Shaw
Restorative Dentistry	Professor Andrew Rawlinson

The School is managed by a Senior Management Team composed of all the Heads of Unit and the Research leads, as well as the School Directors who take responsibility for particular areas of activity with the Dean and the Directors for the School Executive who manage the School on a day-to-day

basis. Further information about the structure and management of the School is available on our website at: <http://www.shef.ac.uk/dentalschool/units>

### **School Executive**

Professor Chris Deery	Dean of School
Professor Ian Douglas	Deputy Dean
Dr Angela Fairclough	Director of Student Affairs
Dr Adrian Jowett	Director of Learning and Teaching
Professor Peter Robinson	Director of Research
Dr Simon Whawell	Director of Postgraduate Taught Programmes
Dr Dan Lambert	Director of Postgraduate Research
Ms Anna Burrows	School Administrator

### **RESEARCH**

Our research is organised into interdisciplinary thematic groups reflecting our philosophy that progress is derived most readily from a multidisciplinary approach and that research should not be constrained by the traditional boundaries of clinical disciplines. We focus our research activity into areas of international excellence. We have three research groups: Integrated BioScience, Bioengineering & Health Technologies and Person Centered & Population Oral Health, each of which encompasses laboratory and clinical projects, addressing basic and applied questions. Each group has a leader of international standing who is responsible for co-ordinating activities and implementing strategic decisions made by the School Research Committee.

#### **Research Group**

Integrated BioScience	<b>Head of Group</b> Dr Graham Stafford
Bioengineering & Health Technologies	Professor Paul Hatton
Person Centered & Population Oral Health	Professor Sarah Baker

### **GENERAL RESEARCH STRATEGY**

Our overall strategy for research is:

- to build on established strengths as identified by the four research groups,
- to develop areas of research that are responsive to national and international priorities, and
- to develop collaborations with other internationally leading scientists.

Research strategy is developed by the Dental School **Research Committee** which includes the three research group leaders and is chaired by the Director of Research, who also provides input to, and feedback from, the Faculty and University Research Committees. The Postgraduate Research Director and the School Dean also sit on the committee and there is representation from the **Oral and Dental Research Executive (ODRE) of Sheffield Teaching Hospitals NHS Foundation Trust (STH)** to ensure a co-ordinated research strategy for the Dental School and Hospital. The current Academic Director (NHS) is Dr Keith Hunter. The Research Committee is responsible for overall research strategy, for allocation of internal research funds, for overseeing selection and monitoring of postgraduate students and for disseminating information to staff.

More information regarding research in the School of Clinical Dentistry can be found at: [www.shef.ac.uk/dentalschool](http://www.shef.ac.uk/dentalschool)

### **TEACHING**

A summary of our curriculum and our approach to undergraduate teaching can be seen at: <http://www.sheffield.ac.uk/dentalschool/undergraduate/bds/course>

and

<http://www.sheffield.ac.uk/dentalschool/undergraduate/ht>

Some distinctive components of the Sheffield BDS programme include integrated teaching and learning of the clinical and scientific basis of dentistry based on interdisciplinary topics, a joint oral medicine, oral surgery/oral and maxillofacial pathology course; experience in the Dental Practice Unit (DPU) in the 4<sup>th</sup> / 5<sup>th</sup> Year and electives. In addition we have an innovative outreach programme which involves primary care placements in General Dental Practices and Salaried Dental Services, which students attend for 20 weeks during the 4<sup>th</sup> and 5<sup>th</sup> years.

Some distinctive components of the Hygiene and Therapy Programme include substantial integration with the dental students. Hygiene and Therapy students learn clinical skills in restorative dentistry in mixed groups with dental students. In the second year, Hygiene and Therapy students also spend two days per week for approximately six months working in 'Outreach' where they will work in a dental practice or salaried service providing treatment in primary care.

#### **4. ORAL MEDICINE**

##### ***Oral Medicine Clinical Service:***

The Oral Medicine Service in Sheffield manages the needs of a resident population of approximately 530, 000, but the Oral Medicine Service covers the needs of a wider population, so the figure rises to approximately 5.5 million when considering patients from the surrounding regions.

The speciality of Oral Medicine has its main out-patient base at the Charles Clifford Dental Hospital and has a dedicated Oral Medicine Clinic Suite. The speciality has established joint clinics with Paediatric Dentistry for the management of oral medicine conditions in children, Oral and Maxillofacial Surgery for the management of dysplastic lesions and Dermatology for the management of mucocutaneous lesions; a further joint Behcet's clinic is held with Rheumatology and Dermatology

The service is managed within the Directorate of Oral and Dental Services based at the Dental Hospital. Access to in-patient facilities at either the Royal Hallamshire Hospital or the Sheffield Children's Hospital is currently via Oral and Maxillofacial Surgery and Paediatric Dentistry. Sheffield Children's Hospital, which houses all specialist inpatient and A&E services for children, is situated 250 metres from the Dental Hospital.

The University Department of Oral Pathology is situated in the Dental School, which is linked to the Dental Hospital building.

##### ***Oral Medicine Research:***

Current major research themes within Oral medicine include:

(i) *Oral Cancer.* We have developed tissue-engineered models of oral dysplasia, early invasive oral squamous cell carcinoma (OSCC) and solid expanding tumour masses. These are being used to study tumour biology, host tumour interactions, new diagnostic technologies and new approaches to cancer therapy. We also have dynamic vascular flow models in which we are studying the mechanisms of distant site tumour metastasis. We have recently completed two cancer related portfolio clinical trials (a) A multicentre, international, NIH funded clinical trial to develop Lab-On-A-Chip technology for point-of-care diagnosis of potentially malignant oral lesions and (b) An NIH i4i program funded clinical trial of electrical impedance spectroscopy for point-of-care diagnosis of potentially malignant oral lesions with consideration to develop further studies in these areas in the near future.

(ii) *Candida Research.* We have developed *in vitro* and *in vivo* models of oral and systemic candidiasis. Our objective is to study host-fungal interactions in order to identify the mechanisms involved in maintaining a commensal relationship and those changes that lead to a disease relationship. By dissecting the molecular basis of these relationships we are identifying new molecular targets for preventing and treating candida infections.

(iii) *The role of oral bacteria in systemic host disease.* We are studying the mechanisms by which oral bacteria may contribute to systemic diseases such as infective endocarditis, myocardial infarction,

stroke and risk of cardiovascular disease. We are investigating these relationships through lab based research, clinical trials and population based observational studies. We have established a network of international experts in oral disease, cardiology, cardiothoracic surgery, infectious diseases, and health services research both in the UK and US in order to address these problems.

All the clinical staff within Oral Medicine contribute to the research program. In addition, our research currently benefits from a Reader in Oral Bioscience, a post-doctoral research associate, a research nurse and 7 PhD students as well as excellent laboratory facilities.

### **Oral Medicine Teaching**

We currently provide a programme of lectures to 4<sup>th</sup> year dental students as part of the Oral Diseases theme. This is an integrated program of lectures covering oral diseases in conjunction with Oral Pathology, Oral Microbiology, Oral Surgery and Oral & Maxillofacial Surgery. In the 5<sup>th</sup> year students attend the Oral Medicine clinics for hands on experience and training in oral medicine. The curriculum and methods of teaching have evolved to adapt to the needs of the new undergraduate curriculum.

## **DEPARTMENT OF ORAL AND MAXILLOFACIAL MEDICINE AND SURGERY STAFF ESTABLISHMENT**

### **STAFFING ORAL MEDICINE**

#### **Senior Clinical Staffing**

Dr Anne M Hegarty

Consultant in Oral Medicine (FT)

Honorary Senior Clinical Lecturer

Dr Ruth Murphy

Consultant Dermatologist - special interest in Mucocutaneous Disease (1 session/month)

#### **Senior Non-Clinical Staffing**

Professor Martin H Thornhill

Professor of Translational Research in Dentistry

#### **Other staff who contribute to service provision in Oral Medicine**

Mrs C O Freeman

Associate Specialist Oral Surgery/Honorary Senior Lecturer with a special interest in Oral Medicine (FT)

Mrs A Desouky

Specialist Dentist in Oral Medicine (locum PT)

Professor I M Brook

Professor of Oral Surgery and Oral Medicine

#### **Junior Clinical Staff**

2 Specialist Registrars (StRs) in Oral Medicine - 1vacancy (this post)

2 DCTs (shared with Oral Pathology)

Professor A R Loescher and Dr S Harrison both have special interest and clinical practice in the field of Facial Pain for which dedicated clinics exist

Joint Clinics are also held with OMFS, Rheumatology, Dermatology and Paediatric Dentistry and the new appointee will be encouraged to take an interest in these areas.

Access to a Hygienist service at CCDH is available for Oral Medicine patients when appropriate.

#### **Related Facilities**

Office accommodation, PC access and a secretarial service which is provided from a central area are available.

Excellent library facilities are available in the University Medical and Dental Library within the Royal Hallamshire Hospital. E-library access to journals is available to departmental members. Similarly the

availability of Medical Illustration facilities is good with ready access to the Dept from a nearby location. Experienced maxillofacial technical support/anaplastology production is provided by 2 technicians currently based at the Dept in Northern General Hospital. Routine Dental laboratory facilities are centralised within the building on the third floor of the Charles Clifford Dental Hospital.

### **THE ORAL MEDICINE UNIT**

The Unit of Oral Medicine is part of the Department of Oral & Maxillofacial Medicine and Surgery. The Current Head of the Academic Department Unit is Professor Ian Brook and the NHS Clinical Lead for Oral Medicine and Surgery, Dental and Maxillofacial Radiology and Oral and Maxillofacial Pathology is Dr Sheelah Harrison. Professor A Loescher is presently Clinical Director for the Charles Clifford Dental Hospital.

Oral Medicine has a dedicated Oral Medicine Clinic which has five closed clinics and an additional one open bay unit, an office (with two computers out linked to the Trust network which among other features provides a central document management system for all patient data and on to the University network, thus allowing access to all aspects of education) and a nurses station on the first floor of the Hospital. In-patient beds are available to us through the department's allocation of 16 beds in the Head and Neck unit in the Royal Hallamshire Hospital.

The number of Oral Medicine referrals continues to grow. The Oral Medicine unit currently holds 8 general outpatient consultant clinics per week. There are also joint clinics with Paediatric Dentistry, with Oral and Maxillofacial Surgery for pre-cancer, with Dermatology and a joint Behcet's clinic with Rheumatology and Dermatology. Biopsy and laser clinics are additionally held. A patch testing service is available through the Dermatology Department based at the Royal Hallamshire Hospital.

The majority of the clinics are teaching clinics for undergraduate students and the SpR is expected to provide teaching and help with assessment. There is an opportunity to attend courses and gain membership of the Institute of Teaching and Learning. The unit takes part in the yearly meetings of the North of England Oral Medicine Group which includes Sheffield, Birmingham, Leeds, Liverpool, Manchester and Newcastle and which rotates round the different hospitals. Presentation and attendance at the annual meeting of the British Society of Oral Medicine and the biannual meeting of the European Association of Oral Medicine is also encouraged.

### **POSTGRADUATE EDUCATIONAL FACILITIES**

The department will provide all day-to-day facilities to meet the trainee's needs, including office and computer facilities. The department has an up to date book and journals collection. The Hospital and University have full library and IT facilities which will also be available. Excellent radiology, photography and medical illustration services are available in the Hospital.

#### **Regular activities relevant to the post include:**

- Journal Clubs (1 hour each, 12 per annum)
- Clinical case/Clinico-Pathological conferences (1 hour, 12 per annum)
- Departmental education sessions School and Hospital seminars
- Deanery generic training courses for StRs
- North of England (Birmingham/Leeds/Liverpool/Manchester/Newcastle/Sheffield) Oral Medicine Group meeting (1/year)
- Study and Audit Group meetings
- British Society for Oral Medicine (BSOM) Annual Meeting (1/year averaging 2.5 days)

- European Association for Oral Medicine (EAOM) biannual meeting

## INDUCTION

The trainee will be required to attend the Trust induction programmes. The Trust provides a general overview of structure and working practices of the Trust, the department structures and facilities. Specific instruction will be given with regard to Health and Safety, Manual Handling, Aggression in the Workplace, Fire Safety and Infection Control.

## DUTIES OF THE POST

- To provide oral medicine diagnosis and treatment for patients to a high standard with the direction and guidance of the Consultants.
- Participation in joint dermatology/ paediatric /oral and maxillofacial surgery and other clinics as directed by the Consultants.
- Involvement in any research activity within the Unit.
- Involvement in teaching undergraduate students within the Unit.
- Participation in the audit of patient services.
- Involvement in the day to day management of Unit and other duties from time to time at the discretion of the Consultants.

## APPRAISALS

The Educational Supervisor will appraise the trainee three times yearly. The appraisal process is confidential, but there will be an agreed mechanism to feed back information from the confidential appraisal process to the Supervisory Training Committee. A formal appraisal will be carried out prior to the annual ARCP.

## TIMETABLE (Subject to change depending on the specific needs of the trainee and the changing needs of the Department]

The StR will attend the following oral medicine clinics depending on stage of rotation and will rotate through the other specialised clinics on a six monthly basis

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Biopsy clinic or Facial Pain clinic	Oral Medicine clinic 2:4 Joint Paediatric clinic 1:4 Joint Dermatology clinic 1:4 Joint Behcet's clinic 3 monthly	Oral Medicine or Facial Pain clinic	Oral Medicine clinic/Admin	Oral Medicine clinic
PM	Oral Medicine Clinic/Admin	Oral Medicine clinic 2:4 Joint Dysplasia clinic with OMFS 1:4 Joint Dermatology/ Oral Medicine clinic 1:4	Audit/research	Oral Medicine clinic	Study

Specialty clinics for rotation on a six monthly basis

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
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AM		<u>Connective Tissue disease clinic</u>		Haematology Ward Round ----- Connective Tissue disease clinic	
PM	Haematology clinic			Gastroenterology clinic	

Additional attendance at other specialty clinics may be arranged depending on training needs and following discussion with Oral Medicine Training Programme Director. To broaden the training opportunities it is expected that the trainee will spend fixed periods of time in other Oral Medicine units. This will include the Oral Medicine unit in Leeds.

### **CLINICAL GOVERNANCE RESPONSIBILITIES**

#### **Clinical audit**

The post-holder will be expected to contribute to both local and national audit when possible.

#### **Continuing professional development**

The post-holder will construct a personal development plan, which will be reviewed at appraisal and on an annual basis with the chief trainer. The development plan will take account of general and Specialty requirements for professional development issued by the relevant Royal Colleges, the General Dental Council, the Chief Dental Officer and the Trust itself. The post holder will be supported by appropriate study leave allocations and financial support. Study leave must be agreed in advance with the Clinical Lead and Clinical Tutor.

#### **Critical incident reporting**

The post-holder will have responsibility for ensuring that critical incidents and near misses are appropriately reported into the Trust's risk management systems.

#### **Complaints handling**

The post-holder will have shared responsibility for handling patient and user complaints about the service and will work with the Trust's complaints department in ensuring timely responses for complainants.

### **MANAGEMENT TRAINING**

The trainee will attend a management course usually in the final year of the training programme, where appropriate, for Specialty Registrars.

### **HEALTH AND SAFETY**

Each Trust participating in this Training Scheme recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health and Safety and Welfare at Work of all its employees and, in addition, the business of the Trust shall be conducted so as to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to Trust premises and the facilities are not exposed to risk to their health and safety.

All Medical and Dental Staff under contract to the Trust will be expected to comply with Unit Health and Safety policies and those specific to the Trust.

Agreements will be made for the successful candidate to receive copies of the Health and Safety policies, which are relevant to the appropriate Trust.

## **CONDITIONS OF SERVICE**

The appointment is subject to Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales), as amended from time to time, and also such other policies and procedures as may be agreed.

The successful candidate will work in the appropriate Units as detailed in the job description. As a consequence, they are expected to be aware of local policies and procedures and take note of standing orders and financial instructions of that Authority.

## **UNFORESEEN CIRCUMSTANCES**

In accordance with the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) paragraph 110, Junior Doctors shall be expected in the run of their duties, and within their contract and job description, to cover for the occasional and brief absence of colleagues, as far as is practicable.

## **SALARY**

The salary scale is £30,002 per annum, progressing by annual increments to a maximum of £47,175 per annum, in accordance with the current nationally agreed salary scale. Access to the top points of the Specialist Registrar salary scale may be withheld in cases of unsatisfactory performance.

## **HEALTH CLEARANCE & MEDICAL EXAMINATION**

This appointment is subject to medical fitness and the appointee may be required to undergo a medical examination and chest X-ray.

Potential applicants should be aware of the Department of Health and GMC/GDC requirements with regard to HIV/AIDS, Tuberculosis, Hepatitis B and Hepatitis C viruses.

The successful candidate must be immune to Hepatitis 'B' and Tuberculosis. They will be required to provide, in advance of appointment, evidence of immunity or have a local blood test (as deemed appropriate by the Occupational Health Department).

## **REMOVAL EXPENSES**

Hospitals in the Trent Region now operate a standard policy for the reimbursement of relocation expenses for Specialty Registrars.

You should not commit yourself to any expenditure in connection with relocation before first obtaining advice and approval from the Medical Staffing Department at the Administrative Trust, otherwise you may incur costs, which you will be able to reclaim.

## **RESIDENCE**

This is a non-resident post. Appointees will be required to reside within a reasonable distance of their workplace.

## **ANNUAL LEAVE**

Specialty Registrars on the minimum, 1<sup>st</sup> or 2<sup>nd</sup> incremental points of their payscale, shall be entitled to leave at the rate of 5 weeks a year.

Specialty Registrars on the 3<sup>rd</sup> or higher incremental point on their payscale shall be entitled to leave at the rate of 6 weeks a year.

## **JUNIOR DOCTOR'S MONITORING HOURS**

From 1 December 2000 there is a contractual obligation to monitor junior doctors' 'New Deal' compliance. In accordance with Health Service Circular 2000/031 junior doctors have a contractual obligation to monitor hours on request; this will include participation in local monitoring exercises.

## **USE OF INFORMATION TECHNOLOGY**

Under the Computer Misuse Act 1990, any individual who knowingly attempts to gain unauthorised access or modifies any programmes or data held in a computer which they are unauthorised to do, is liable under the Act. If found guilty of these offences the individual may be prosecuted. The person would also be subject to disciplinary action which may result in dismissal.

Similarly in accordance with UK copyright law, any person involved in the illegal reproduction of software or who make, acquire or use unauthorised copies of computer software will be subject to disciplinary action which may lead to dismissal.

## **NOTIFICATION OF TERMINATION OF EMPLOYMENT**

Specialty Registrars are required to give a minimum of three months notice of termination of their employment.

### **Consultant Contacts**

Dr Anne M Hegarty  
Consultant in Oral Medicine  
Charles Clifford Dental Hospital  
Wellesley Road  
Sheffield  
S10 2SZ  
Tele: (0114) 2268669

Dr Sheelah Harrison  
Clinical Lead 4Os Division  
Charles Clifford Dental Hospital  
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(0114) 2265456

Professor A Loescher  
Clinical Director  
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S10 2SZ  
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Professor I M Brook  
Head of Department  
Charles Clifford Dental Hospital  
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### **Managerial Contacts**

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Operations Director  
Head and Neck Care Group  
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