



The Shrewsbury and
Telford Hospital
NHS Trust

**APPOINTMENT OF A
FULL TIME**

SPECIALTY DOCTOR IN

Oral & Maxillofacial Surgery

JOB DESCRIPTION

AUGUST 2021



THE POST

- To be responsible for the continuing care of patients as designated by consultant staff.
- To perform regular ward rounds to ensure regular review of in-patients.
- To participate in minor oral surgery and fast track clinics in the department as required.
- To participate in meaningful audit within the department.
- To participate in the training of junior medical staff and other staff.
- To deputise for colleagues at an appropriate level.
- To carry out appropriate administrative duties in support of clinical commitments.
- In certain cases, changes to the published job plan may be necessary in order to facilitate patient care and safety. These changes should only be temporary in nature eg: cover for another middle grade whilst on leave.

In addition, the successful candidate will be required to be part of the middle grade on call cover for the specialty in a 1:6 capacity. This is a non resident on call shift and is paid in addition to their standard contractual salary. There is shared responsibility with 2 other Specialty Doctors and 1 Specialist Registrar for daytime cover during normal working hours

THE DEPARTMENT

The OMFS department is a busy unit providing a variety of care to patients who have routine or complex needs. We are part of the Head & Neck Directorate and have a good relationship with our ENT colleagues and conduct our governance meetings on a monthly basis.

The OMFS Department is staffed as follows:

Mr A. Kichenaradjou Consultant OMFS
Ms N Berridge Consultant OMFS
Mr B Castling Consultant OMFS
Two Locum Consultant Posts

Mr A Razzak Specialty Doctor OMFS
Miss R Sykes Speciality Doctor OMFS
Four Deanery DCT grade doctors
One Specialty Registrar

PROVISIONAL JOB PLAN

	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
A	BHCTSD	BHCTSD	Wk 2&4 Admin Wk 1&3 Theatre (NLB)	SPA	Wk 1 Theatre (KKS) Wk 2&4 Minor Ops PRH Wk 3 Theatre (SKB)	Wk 1 Theatre (KKS) Wk 2&4 Minor Ops PRH Wk 3 Theatre (SKB)	Minor Ops PRH	KKSTSD	Wk 1&3 Admin Wk 2 Theatre (NLB) Wk 4 Theatre (AKI)	Wk 2 Theatre (NLB) Wk 3 Theatre (BHC) Wk 4 Theatre (AKI)
B	Minor Ops PRH	CONTRR	BHCTSD	KKSTSD	Wk 2&4 Admin Wk 1&3 Theatre (BHC)	SPA	Trauma Theatre	Theatre	Minor Ops PRH	WK 1 Minor Ops PRH Wk 2&4 Admin WK 3 Theatre (BHC)
C	BHCTSD	Theatre (NLB)	SPA	Theatre (AKI)	Wk1 BHCCSD Wk 2,3&4 Minor Ops RSH	Admin	Minor Ops RSH	BHCCSD	Theatre (BHC)	Minor Ops RSH

On call:

On Call	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Day	C	C	REG	C	A	A	B	B	B	A
Night	C		REG		A		B		w/e	

Direct Clinical Care

9.0 PAs on average per week

(clinical activity, clinically related activity, predictable and unpredictable emergency work)

Supporting Professional Activities 1.0 PAs on average per week
(includes CPD, audit, teaching, research)

The on call commitment will be rewarded with an additional 2.0 PAs per week together with a 4% availability supplement.

TRANSFORMING CARE INSTITUTE

The Trust is proud to have been working collaboratively with the Virginia Mason Hospital in Seattle, widely regarded as one of the safest Hospitals in the World. This partnership is in its infancy but after the first 12 months we have progressed with a number of 'Value Streams.' Doctors, Nurses, Allied Health Professionals and Colleagues from Virginia Mason are working together to transform Healthcare at The Shrewsbury and Telford Hospital NHS Trust and share our learning across the Country. We are one of five Trusts across the UK working with Virginia Mason and NHS Innovation. Our current Value Streams are Respiratory Discharge, Sepsis, Workforce and Recruitment and Outpatients. Sponsor teams have ownership of the programme and run Rapid Process Improvement weeks that allow our workforce to try new processes and procedures that may improve the care we offer to our patients. Any proposals made are tested, measured and fully supported to ensure that they become embedded into our normal daily work and remain sustainable in the long term. This process aligns to our Organisational Strategy putting our 'Patients First' and reflects the Values of our Trust.

Our Kaizen Promotion Office (KPO) provides the support for this work. Every Value Stream has full Executive support and the entire Executive team have an important role to play on the Guiding team and our overall Transformation programme. We are very proud of our achievements to date and are looking for ways to engage with all of our staff through our Transformation work and our Leadership Academy launching in November 2016. There will be many opportunities for you to become involved in our KPO and value Stream work and we will be able to provide you with help and guidance independent of your level of expertise. We have a unique opportunity to make a difference and we hope that you will want to be a part of our journey.

RESEARCH

It is usual for the Trust to be participating in many research projects at any time. Every effort would be made to accommodate a particular research interest of the successful applicant, particularly if trainee members of the department could be incorporated in the methodological and practical stages.

AUDIT

Great importance is placed upon audit and you will be expected to contribute to this as part of your role; the Trust has a fully staffed Audit Department on both sites with well-organised teams.

APPRAISAL, REVALIDATION AND MENTORSHIP

The Trust has the required arrangements in place, as laid down by the Royal College of Surgeons, to ensure that all Doctors have an annual appraisal with a trained appraiser and supports all Doctors going through the revalidation process.

The Trust supports the Royal College of Surgeons guidance on provision of Educational Supervisor for new Specialty Doctors, in line with GDC/GMC recommendations. This will be provided within the Trust.

A formal review of the job plan will be performed at least annually. Appropriate educational and training needs will be supported by the Trust in, as agreed with the LNC (for example, the approval and funding of study leave).

An annual job plan review at individual and departmental level is being introduced. You will be expected to participate in this exercise.

We will require to register SaTH as your designated body via the GMC to ensure that you are set up on the Equiniti revalidation system; we will complete this as soon as possible upon your commencement with the Trust.

The Trust also supports the requirements for continuing professional development as laid down by the Royal College of Surgeons and is committed to providing time and financial support for these activities.

TERMS AND CONDITIONS OF SERVICE

The appointment is full-time. The successful candidate will be appointed on the Terms & Conditions of Service for Specialty Doctors – England (2008).

The salary scale is based on the Specialty Doctor scale (MC75):

Salary Scale MC46: £45,124- £77,519 per annum for 10 Programmed Activities .There will be an additional 2.0PA's for the on call commitment and a 4% availability supplement.

The postholder will:

- be expected to work with local managers and professional colleagues in the employing Trust in the efficient running of the service.
- subject to the provisions of the Terms and Conditions of Service, be required to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the local and national employment and personnel policies and procedures.
- not be permitted to commence employment until a full medical examination has been completed with a satisfactory result or the Occupational Health Physician has satisfied himself that a full examination is not necessary. The completion of a satisfactory health questionnaire is a condition of employment.
- not be permitted to commence employment until full clearance has been received from the disclosure barring service.
- participate in the Continuous Professional Development and the Trust's appraisal scheme.
- be in possession of a recognised dental qualification and registration with the General Dental Council is a condition of appointment and continue to hold a licence to practice.
- is advised to be a member of a recognised medical defence society or suitably insured. Trust insurance does not cover work undertaken outside the Trust other than caring for patients and work of the Trust.
- have read and be conversant with the Health & Safety at work recommendations.

The Trust operates a no smoking policy.

The Trust values its diverse workforce and is committed to taking all necessary steps to ensure that individuals are treated equally and fairly and to taking positive action to promote equal opportunities.

The Trust operates a no smoking policy.

The Trust values its diverse workforce and is committed to taking all necessary steps to ensure that individuals are treated equally and fairly and to taking positive action to promote equal opportunities.

ACCOMMODATION

The Trust offers single residential accommodation for medical staff depending on availability. The Trust only provides single accommodation so private rental would need to be arranged for family accommodation.

OTHER FACILITIES

There is an active Doctors Mess run by the Junior Doctors Mess Committee which organise social events, parties, outings etc. There are on-site fitness centres (a membership fee is payable) available to all members of staff.

STAFF BENEFITS

There are a number of staff benefits schemes which attract tax reductions if joined. This includes a discount on the staff car parking charge, staff gym membership, on-site crèche/childcare provision and access to NHS Discounts schemes.

VISITING

Appointments to visit the Trust should be arranged with Mr B. Castling, Clinical Lead & Consultant OMFS, 01743 261281 or brian.castling@nhs.net.

TRUST STATEMENTS

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this

information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.