WALES POSTGRADUATE DENTAL DEANERY
8th Floor, Neuadd Meirionnydd
Heath Park, Cardiff
CF14 4YS

Cardiff and Vale University Health Board

JOB DESCRIPTION

Specialty Registrar in Paediatric Dentistry

Job Title: Specialty Registrar (StR) in Paediatric Dentistry

Terms and Conditions: Terms and Conditions for this post are available at:
2002 Terms and Conditions of Service and associated documents

Salary: The salary scale is available at:
Medical and Dental Pay Circular M&D(W)1/2016

Relocation: Cardiff and Vale University Health Board has a local policy for relocation expenses based on paragraphs 314 – 315 of the TCS and national guidance, available at:
Terms and Conditions of Service NHS Medical and Dental Staff (England) 2002
You are advised to check eligibility and confirm any entitlement with Cardiff and Vale University Health Board before incurring any expenditure.

Hours of Work: 37.5

Team: Paediatric Dentistry

Work Bases: Cardiff University Dental Hospital
South Wales Community Dental Service

Duration: 3 years

Training Programme Director: Ms Mechelle Collard – Consultant in Paediatric Dentistry

Educational Supervisor: Mrs Emma Hingston – Consultant in Paediatric Dentistry

Trainers: See details for each participating unit
Training Programme

The Training Programme is approved by the Director of Postgraduate Dental Education, Wales Deanery with advice sought from the Specialist Advisory Committee in Paediatric Dentistry. The programme will be managed by the Deanery 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.

AIMS OF THIS POST:

Clinical

The aim of this StR appointment is to provide the successful candidate with training opportunities within a Consultant Led service for Paediatric Dentistry. The post will provide the candidate with training in Paediatric Dentistry within the hospital setting at Pre-CCST level.

The objectives and structure of this post will comply with the Specialist Advisory Committee’s criteria for the approval of training programmes for trainees in Paediatric Dentistry. Please refer to that gold guide for further information regarding StR posts.

Normal working week is Monday to Friday 8.45am to 5pm except for allocated Theatre sessions which commence at 8.00am.

The Junior Dentist accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, in consultation where practicable with his/her colleagues both senior and junior.

This job description includes provision for cover for normal annual and study leave of colleagues for whom the practitioner is expected to deputise during the normal run of his/her duties.

The pre CCST StR will be expected to take part, to a limited extent, in the teaching of both undergraduate and postgraduate students.

Study and Training

1. This post has been approved by the Specialist Advisory Committee in Paediatric Dentistry as providing suitable pre-CCST training in the specialty of Paediatric Dentistry.

2. The successful candidate will have ample opportunity and every encouragement to build on the knowledge, skills and abilities already gained pre StR appointment.

3. Opportunities exist to gain experience in:
   a. Inhalation Sedation
   b. Dental Trauma management
   c. Comprehensive management of children with complex medical conditions
   d. Paediatric Oral Surgery / Oral medicine
   e. Multidisciplinary management of dental anomalies / hypodontia
   f. Cleft Lip and Palate
4. Regular appraisals with an Educational Supervisor will be expected.

5. Participation in the Annual Review of Competence Progression (ARCP) process and the Intercollegiate Surgical Curriculum Programme (ISCP) is required.

6. Participation in clinical governance and attendance at audit meetings is expected.

Clinical Audit

The department actively engages in clinical audit. As part of training, all StRs are required to engage in clinical governance related activities; including audit.

Clinical Meetings

The department holds monthly journal club meetings and Audit meetings. The StR will be required to attend and actively participate in these meetings.

Progression through Training

Progression to the next year of training will always be dependent on a successful ARCP outcome. It is expected that specialty trainees will gather sufficient evidence & maintain an up to date portfolio throughout the duration of their training.

Entry Criteria

- Applicants must have obtained a primary dental degree from a university acceptable to the General Dental Council (GDC)
- At least two years of broad clinical experience and training equivalent to UK Foundation Training demonstrating competencies required at end of programme
- Candidates must be eligible for full GDC Registration
- The minimum requirements for appointment and other qualities considered desirable are detailed in the attached person specification

Research

The appointee will be given the opportunity to gain experience in research.

Study Leave

The appointee will be expected to attend and participate in postgraduate courses, national and international meetings as appropriate to their stage of training.

Administration

Trainees will undertake administrative duties associated with the care of patients and the functioning of the Special Care Dentistry service. Shared office accommodation with other dental trainees and staff will be provided.
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: The Dental Gold Guide, Fourth Edition, June 2016, and through regular appraisal with their educational supervisor.

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.

Conditions of Service

a) 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 Trust Medical and Dental Staff Negotiating Committee. Details of these may be obtained from the Dental Personnel Department.

b) The post is whole time, the duty hours will be the standard working week of 37.5 hours.

c) The Trainee will be advised of the working pattern for this post prior to taking up your appointment.

d) Applications for annual leave must be submitted in writing to the Personnel Department 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.

e) At no time should the Trainee work at a level exceeding their competence. All dental 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.

**PROPOSED WEEKLY TIMETABLE**: Depending on experience of individual.

**Year 1: example**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Personal out-patient treatment</td>
</tr>
<tr>
<td>3</td>
<td>Consultant out-patient clinics</td>
</tr>
<tr>
<td>1</td>
<td>Theatre</td>
</tr>
<tr>
<td>2</td>
<td>Protected study/admin session</td>
</tr>
</tbody>
</table>

This timetable will change on a rotational basis to ensure access to all clinics and theatre lists held across the week.

**Arrangements for Visiting the University Dental Hospital**

Shortlisted applicants are encouraged to visit participating hospitals by contacting: Mechelle Collard, collardmm@cf.ac.uk

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

Further information regarding this training programme can be obtained from Mechelle Collard, Programme Director, at the following address:

Ms Mechelle Collard  
Consultant and Honorary Senior Lecturer in Paediatric Dentistry  
University Dental Hospital  
Heath Park  
Cardiff  
CF14 4XY  
Tel: 029 2074 2458  
E-mail: collardmm@cf.ac.uk
PARTICIPATING UNITS

UNIVERSITY DENTAL HOSPITAL

Clinical Director: Professor Ivor Chestnutt

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 inpatient admission within the Children’s Hospital for Wales.

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.

Consultant Trainers

Professor Barbara Chadwick
Ms Mechelle Collard
Mrs Emma Hingston
Dr Catherine Williams
Mrs Shannu Bhatia

Specialist Trainers

Mrs Rachel Parkes
Mrs Tracy Butler

COMMUNITY DENTAL SERVICE DIRECTORATE

Clinical Director: Mr William McLaughlin

South Wales has an extensive network of Community Dental Clinics, including two purpose-built facilities; Keir Hardy 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.

Paediatric Dentistry Consultant-led Community Outreach clinics are planned for the future and appointees may be expected to travel to these and other Community Clinics in South Wales, in order to gain experience of providing specialist dental care in a Community setting.