

## **South West Dental Deanery**

### **University Hospitals Bristol NHS Foundation Trust**

Job description for post of Post CCST Specialty Trainee  
in Paediatric Dentistry at Bristol Dental School, University Hospitals Bristol and Weston  
NHS Foundation Trust

<b>TITLE OF POST</b>	Post CCST Trainee in Paediatric Dentistry
<b>GRADE</b>	ST4 Specialty Trainee
<b>SPECIALTY</b>	Paediatric Dentistry
<b>AREA</b>	Health Education England - South West
<b>FULL/PART TIME</b>	Full Time
<b>BASIC SALARY</b>	Current rates of pay appear on NHS employers website Note: Salary protection is only available to the level of the top point on the StR pay scale.
<b>ANNUAL LEAVE</b>	6 Weeks
<b>TRAINING PROGRAMME DIRECTOR</b>	Dr Sarah Dewhurst
<b>LEAD TRAINERS</b>	Dr S Dewhurst, Dr A Hollis, Dr Tukmachi, Dr R John
<b>BASE</b>	The training programme is based in University Hospitals Bristol and Weston NHS Foundation Trust.
<b>EDUCATIONAL APPROVAL</b>	The training programme has educational approval confirmed by the regional Post-graduate Dental Dean.

**Training:**

## **Location**

The training will be based in the University of Bristol Dental Hospital, situated in the University Hospitals Bristol and Weston NHS Foundation Trust, (UHBW). UHBW provides a full range of NHS services in hospitals and in the community. The Trust acts as a focus of excellence at a local level and nationally as a centre for NHS teaching and research. It consists of a number of hospitals predominantly on a single campus close to the city centre and the University of Bristol, including Bristol Royal Infirmary, Bristol General Hospital, St Michael's Hospital, Bristol Eye Hospital, the Bristol Royal Hospital for Children, Bristol Dental Hospital, Bristol Haematology & Oncology Centre (BHOC), and the Homeopathic Hospital, together with Keynsham Hospital which is on the outskirts of the city.

**The University of Bristol Dental Hospital** is the major provider of dental specialist and consultant led services in the South West Region, additionally providing a triaged emergency service and undergraduate teaching. A new community hospital opened 2012 in South Bristol.

The new University of Bristol Dental School is due to open in September 2023, on a site separate to the Bristol Dental Hospital.

The Dental Hospital and School clinical groups at this time are as follows:

- Oral Medicine, Pathology and Microbiology
- Paediatric Dentistry and Orthodontics
- Oral and Maxillofacial Surgery
- Restorative Dentistry

The Paediatric Dentistry Department at this time provides the only Consultant led service for children in the South West.

**The Bristol Royal Hospital for Children (BRHC)** provides a local service for Bristol children and a referral service for specialist care for families across the South West and nationally. The current building opened in 2001 and was the first purpose-built children's hospital in the South West. In the future further expansion is planned to accommodate the centralisation of all specialist paediatric services to the one site.

## **The South West Cleft Service**

The University Hospitals Bristol NHS Foundation Trust Cleft Lip and Palate Team, at University of Bristol Dental Hospital and the Bristol Royal Hospital for Children, look after children born with a cleft lip and/or cleft palate for most of the South West of England. It is part of the South Wales South West Managed Clinical Network. As well as providing all care for children in the Bristol area, the team works with colleagues in hospitals in Bath, Exeter, Gloucester, Plymouth, Taunton, Torbay and Truro. All children born with a cleft in these areas will have the primary surgical repair of the cleft carried out in Bristol.

## ***Relationships.***

- i) Consultants primarily involved in training programme

### **Paediatric Dentistry**

Dr S Dewhurst  
Dr A Hollis  
Dr Tukmachi  
Dr R John

### **Orthodontics**

Dr K House  
Dr N Attack  
Dr C Day  
Dr T Jones  
Dr J Williams

- ii) 1-2 Run-through Trainees and 1 Post CCST trainee  
1 ACF ST Paediatric Dentistry (starting Sept 2023)  
2 Speciality Dentists  
2 DCT's in Paediatric Dentistry/ Restorative Dentistry  
2 DCT's in Restorative Dentistry/ Paediatric Dentistry
- iii) Part-time Hospital Practitioners, Salaried Primary Care Dentists and General Dental Practitioners plus University of Bristol staff holding honorary appointments at the Dental Hospital for teaching Undergraduate students (this will change from Sept 2023)

## **Duties:**

### ***Clinical***

The training period is structured according to the guidelines for the training for Specialists in Paediatric Dentistry issued by the SAC and accepted by the General Dental Council. Training is geared towards successful performance in the Tri Collegiate Membership in Paediatric Dentistry Examination.

The Post CCST trainee will have a personal caseload of paediatric patients and will take part in new patient/review clinics involving a variety of dental and medical specialties. The emphasis will be moving towards more autonomy with treatment planning and organisational/managerial skills.

The post holder will spend a proportion of time in BDH and BRCH theatres where they will be expected to be involved in the management and co-ordination of dental care for children with behavioural problems needing comprehensive dental care, or minor oral surgery for fit and well children, under general anaesthetic. The Post CCST trainee will manage the organisation and booking of the theatre lists, managing the the DCT's and Pre-CCST trainees. They will work closely with other specialist paediatric services notably cardiology, haematology and oncology, in the management of the GA comprehensive care list for medically/ behaviourally complex children at BRHC. They may also undertake clinical work and teaching at the community out-reach facility in South Bristol.

There will be the possibility of rotations to/ or clinical placements at other services in The South West Region to work with other Paediatric Specialists and Consultants. This will require travel within the South West Region.

Occasional visits to other units in the speciality are encouraged to improve and broaden experience.

Senior trainees will be expected to perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, in consultation where practicable with colleagues both senior and junior.

The holder of this post is expected to participate in cover arrangements for the absence of colleagues

### ***Teaching***

The appointee can request the opportunity to contribute to undergraduate dental student teaching, if this fits with their Personal Development Plan, or further studies/research.

This teaching would be timetabled either in the Dental Hospital, or at the new University of Bristol Dental School from September 2023.

On occasions a trainee may be asked to participate in giving lectures to undergraduates, DCT's, nurses and other PCD staff as well as taking part in postgraduate and continuing education teaching in association with colleagues.

### ***Study/Research***

There will be the usual provision for study leave.

Trainees are encouraged and assisted to attend appropriate courses in clinical, teaching and managerial skills.

The Trainee is encouraged to become involved in the research of the department. Research in the Department of Oral & Dental Science is managed under three autonomous research groups, Applied Clinical and Materials Science, Infection and Immunology and Lifecourse Epidemiology and Population Oral health. Each group comprises a mix of clinical academics and basic scientists who support the ethos of integration and translation of oral and dental research. We address questions of high relevance to the NHS.

### ***Administrative***

The routine administrative content of this post is allowed for in the timetable.

### ***Audit***

The post holder will be expected to take part in clinical audit and may act as supervisor for audits carried out by more junior staff.

## Outline timetable

### Post CCST Trainee Timetable ST4

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>	Trauma Clinic	MDT Clinics (Ortho/Paeds) (Ortho/OS)	Consultant (+ U/G) N/P Clinic Or BDH Theatre	Consultant Clinic or Surgical Out patient or Cleft Clinic	1:4 Joint Ortho / Paedo  1:4 BCH Theatre
<b>PM</b>	Patient Treatment	Theatre organisation BDH and BRCH	Admin / Research / Audit 3:4  Or BDH Theatre 1:4	Patient Treatment Or Cleft Clinic	Admin / Research / Audit or BRCH Theatre 1:4

### Main Conditions of Service

- a) The post is covered by the Terms and Conditions of Service of Hospital Medical and Dental Staff.
- b) Whole time appointment.  
  
Any candidate who is unable, for personal reasons, to work full-time will be eligible to be considered for training flexibly in post. The Terms and Conditions of Service as amended from time to time, will apply to and govern this statement.
- c) The salary is within the Speciality Registrar salary scale (see NHS employers) Salary protection is only available to the level of the top point on the StR pay scale.

### Conditions of Appointment

- a) The successful candidate will be required to meet the criteria of the person specification.
- b) The passing of a medical examination is a condition of appointment of all practitioners within the scope of the National Health Service Superannuation Scheme.
- c) Protection of Children: Disclosure of Criminal Background

The person appointed to this post may have substantial access to children as defined in Joint Circular No HC (88)9, HOC8/88 and WHC (88)10. Applicants

are therefore advised that shortlisted candidates will be asked to complete a form disclosing any convictions, bind-over orders or cautions.

Refusal to do so could prevent further consideration of the application. Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 which allow convictions that are spent to be disclosed for this purpose by the Police and to be taken into account in deciding whether to engage an applicant.

Candidates are assured that the completed form will be treated with strict confidentiality and will not be disclosed to the Appointments Committee until the successful candidate has been selected. A Police check will only be requested in respect of the candidate recommended for appointment. All forms completed and returned by other candidates will be destroyed when the final selection of the candidate to be recommended for appointment has been made.

Arrangements can be made for short listed applicants to visit the hospital to meet existing members of staff:

Dr S Dewhurst can be contacted at the Bristol Dental Hospital:

Email: [sarah.dewhurst@uhbw.nhs.uk](mailto:sarah.dewhurst@uhbw.nhs.uk)

Tel: 0117 342 9624 (Secretary Helen Bladen)

## **APPENDIX A**

### **UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST General Information**

#### **The Trust's Values**

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values at all times as follows:

#### *Respecting Everyone*

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

#### *Embracing Change*

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

#### *Recognising Success*

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

#### *Working Together*

- We work together to achieve what is best for our patients
  - We support each other across the whole Trust
  - We listen to everyone
  - We work in partnership
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## Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,  
Renewing our hospitals, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

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## Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy

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## Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

*Senior Management* is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their



activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

*Line Managers* are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

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### **Safeguarding Children and Vulnerable Adults**

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

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### **Quality and Clinical Governance**

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

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### **Information Governance**

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 1998.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

- Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.