

# Dental & Maxillofacial Training Programme Job Description

#### **Post Details**

HEE Office:	HEEDW
Job Title:	ST1 Dental & maxillofacial radiology
Person Specification:	National Pers Spec
Hours of work & nature of Contract:	40 hours per week, permanent post for 4 years
Main training site:	Liverpool University Hospitals NHS FT,
	There will be training opportunities in a number
Other training site(s):	of radiology departments within the Northwest
	Radiology Training Scheme

### **Organisational Arrangements**

Training Programme Director (TPD):	Paul Nixon	
TPD contact details:	Radiology Department	
	Liverpool University Dental Hospital	
	Pembroke Place	
	Liverpool L3 5PS	



#### The package of information contains:

- 1. General information about Mersey Region and the City of Liverpool
- 2. Information about Liverpool University Hospitals NHS Foundation Trust
- 3. The Post
- 4. The DDMFR examination structure in the 4-year training programme
- 5. Progression through training
- 6. The Job Plan
- 7. Quality Improvement and Continuing Professional Development
- 8. Main Conditions of Service
- 9. Visiting the Department



# LIVERPOOL UNIVERSITY HOSPITALS NHS FOUNDATION TRUST LIVERPOOL UNIVERSITY DENTAL HOSPITAL

### **Specialist Registrar in Dental and Maxillofacial Radiology**

#### JOB DESCRIPTION

#### **INTRODUCTION**

#### 1. GENERAL INFORMATION ABOUT THE AREA

Liverpool is a dynamic city. It has experienced a major revival over the past few years and Merseysiders enjoy a superb quality of life. Liverpool is unusually compact and travel both into and around the city is fairly stress-free.

The county abounds with fine architecture, lively cultural pursuits and outstanding sport. Tourism has become a major industry and 20 million people visited the city last year attracted both by the area's natural and man-made assets.

Liverpool was the European Capital of Culture in 2008 and Merseyside's theatres, museums and art collections are now amongst its strongest assets. The City is alive with independent theatre groups, authors, poets and dance groups. Photography, sculpture, street art and video makers abound. The Walker Art Gallery contains a collection equal to any in the provinces and the Tate Gallery opened in 1988 on Liverpool's waterfront at the refurbished Albert Dock. The Philharmonic Orchestra is nationally acclaimed and there is a full range of musical activities of all types.

There are both Anglican and Roman Catholic Cathedrals and facilities for worship for every other faith in the city. There are excellent schools for both gender, including a variety of denominational schools, both in the private and public sectors. Very good housing in pleasant suburbs near the sea and in rural areas is available, the cost of which is rather less than the national average.

Two airports are within easy reach, Liverpool John Lennon and Manchester International Airport, which are within three quarters of an hour driving time. There are excellent train services and motorway links to all parts of the country, with easy access to the National Parks of North Wales, the Peak District and the Lake District, as well as to both the Lancashire and North Wales coasts.

#### 2. THE HOSPITALS / DEPARTMENTS

#### **Liverpool University Hospitals NHS Foundation Trust (LUHFT)**

The Liverpool University Hospitals NHS Foundation Trust was formed on 1 October 2019 upon the merger of Aintree University Hospitals NHS Foundation Trust and the Royal Liverpool and Broadgreen University Hospitals NHS Trust.



The vision of the new organisation is to improve

the health of the Liverpool and greater Mersey population and to ensure financial sustainability for health services across the city. This will be achieved through an ambitious transformation agenda and the development of groundbreaking models of healthcare and ways of working. The merged Hospitals will deliver the best quality services within a single Hospital Trust for the City. The aim of the merger is to address the current levels of variation and fragmentation that exists between acute hospital services in Liverpool, and to ensure that all services are of the highest quality, by creating a single hospital Trust for the City. The new organisation will also seek to influence the wider determinants of health by closer involvement in employment, housing and education, and to be part of a first-class research and scientific development partnership with Higher Education and business enterprise across the city and beyond.

Most medical and surgical specialties are represented within the Trust. Many of the departments offer a service for tertiary referral from within and outside the region. The Trust includes the main teaching hospitals in the region for the University of Liverpool and is adjacent to the University Campus. The Clinical Academic Departments of the Faculty of Medicine are situated within the Trust.

#### **Liverpool University Dental Hospital**

Liverpool University Dental Hospital (LUDH) is an integral part of LUHFT and forms one of the clinical directorates of the Trust. Located on the main teaching hospital campus alongside the Royal Liverpool University Hospital, Liverpool University Dental Hospital (LUDH) occupies a self-contained modern building on Pembroke Place, originally constructed in the late 1960s. It has undergone a series of major refurbishments in recent years that have significantly extended and upgraded its surgeries and teaching clinics.

LUDH provides a regional service to the inhabitants of Merseyside covering the full range of dental specialties, including oral surgery, oral medicine, paediatric dentistry, restorative dentistry, orthodontics and special care dentistry. There is an oral diagnosis department which accepts limited numbers of walk-in patients for teaching purposes and there are operating facilities for day case patients requiring treatment under general anesthesia. The Hospital has approximately 170 dental units, including six 20-unit teaching clinics, consultation and teaching suites for all the dental specialties and its own dental technical laboratories.

There are approximately 65,000 outpatient attendances per year.

A team of 35 full-time, part-time and honorary consultants receive secondary and tertiary referrals from throughout the area of the former Mersey Health Region and beyond, as well as participating in the training of dental undergraduates and junior staff. There are strong links with the Regional Maxillofacial Unit based on the Aintree site.

#### **School of Dental Sciences**

The Liverpool University Dental Hospital also houses the School of Dentistry, and supports a cohort of approximately 350 dental undergraduates. The School is one of six within the University of Liverpool Faculty of Health and Life Sciences' Institute of Learning and Teaching. The Head of the School of Dentistry is Professor Vince Bissell.



All areas of dental, medical, biomedical, veterinary and biological sciences research within the University of Liverpool were brought together into the Faculty of Health and Life Sciences as part of the university's restricting in 2009/10. Key research strengths have been identified and embedded into five Research Institutes within the new Faculty. All research active academic staff in the School of Dentistry are aligned to one (or more) of the Faculty of Health and Life Sciences Research Institutes: Ageing and Chronic Disease; Infection and Global Health; Integrative Biology; Psychology, Health and Society; and Translational Medicine (see <a href="http://www.liv.ac.uk/health-and-life-sciences/research/index.htm">http://www.liv.ac.uk/health-and-life-sciences/research/index.htm</a>). These Institutes enhance existing collaborations and foster interdisciplinary alliances, allow better integration of related research activities and increase the critical mass focusing on areas of research with high impact. A number of NHS consultants actively participate in clinical research.

The School of Dentistry has a substantial full-time academic staff supported by a number of part-time staff with many honorary appointments held by hospital staff. Within the Faculty of Health of Life Sciences, the School of Dentistry is represented on the Faculty Management Team and all the Faculty Quality Assurance Committees. The School has its own Board of Studies that reports to the Faculty of Health and Life Sciences. Strong links exist between the School of Dentistry and Dental Hospital.

#### **The Radiology Department**

The X-ray department within Liverpool University Dental Hospital provides specialist dental radiography services and is integrated into Department of Radiology of Liverpool University Hospitals NHS Trust spread across multiple sites which provide a full range of medical imaging services.

#### 3. THE POST

- (1) The post is that of a specialist registrar in dental and maxillofacial radiology, based at Liverpool University Hospitals NHS Foundation Trust.
- (2) The Postgraduate Dental Dean has approved this post for training and may seek advice from the SAC in Dental & Maxillofacial Radiology 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.
- (3) The appointment is for four years, renewable annually subject to satisfactory work and progress.

The postholder will work principally in the LUHFT Radiology Department, but with clinical attachments in the other hospitals within the northwest radiology training scheme to provide the head and neck radiology experience required by the GDC dental and maxillofacial radiology curriculum. Within the Dental Hospital the post-holder will be responsible to Mrs. J A Macpherson, Divisional Medical Director and Mr T Lord, Care Group Clinical Director and Mr. P Nixon, Consultant in Dental and Maxillofacial Radiology.

- (4) The appointee will be expected to liaise with colleagues in the LUHFT Radiology Department as well as in other specialties in LUDH and the Trust.
  - i. The postholder will be expected to engage in their own continuing professional



- ii. development and contribute to the provision of continuing dental education for other staff.
- (6) All clinical staff are accountable and responsible for their own clinical competence and should limit their activity to that which is deemed to be within their competence.
- (7) Job summary:
  - To provide dental & maxillofacial radiology services for the diagnosis and treatment of patients to a high standard with the direction and guidance of the supervising consultants.
  - Involvement in any research activity.
  - Involvement in teaching undergraduate dental, hygiene and therapy students and postgraduate students.
  - Participation in the audit of patient services.
  - Involvement in the day-to-day management of the service and other duties from time to time at the discretion of the consultants.

#### 4. DDR EXAMINATION STRUCTURE IN THE 4 YEAR TRAINING PROGRAMME

(1) Part I FRCR in Clinical Radiology (Physics module) – this covers UK ionising radiation regulations and basic aspects of physics and patient safety.

In order to enter the DDMFR examination candidates must have

- passed the FRCR Part 1 examination.
- ii. a dental degree from a university acceptable to the General Dental Council (GDC).
- iii. two years of acceptable clinical (non-radiological) experience after qualification are required.
- iv. General Dental Council (GDC) Registration.
- (2) DDMFR Part A consists of two modules anatomy, and radiological science and techniques. These are assessed with written questions and anatomy film viewing. The DDR Part A can be undertaken after 12 months of training and after passing FRCR part 1.
- (3) DDMFR Part B this examination examines all clinical aspects of dental and maxillofacial radiology. It consists of three components: a written question paper, a reporting session and oral examinations. It can be undertaken after three years of training and having passed Part A.

The trainee will join the northwest radiology training scheme and attend the regional radiology academy in preparation for the FRCR Part 1 Physics and DDMFR part A examinations.

#### 5. PROGRESSION THROUGH TRAINING

Progression to the next year of training will always be dependent on a successful ARCP outcome. The northwest deanery participates in the national ARCP process. It is expected that specialty trainees will gather sufficient evidence and maintain an up- to-date portfolio throughout the duration of their training.

#### 6. JOB PLAN

The job plan consists of 10 sessions and includes 2 sessions in the first year of formal teaching at the regional radiology Academy based in Ormskirk in preparation for the FRCR part 1 and DDMFR part A examinations.

СВСТ	3 sessions
General radiology training	1 session
Sialography	0.5 session
Plain image reporting	0.5 session
Ultrasound	1 session
Teaching sessions with regional trainees	2 sessions
UG teaching	1 session
Patient administration	1 session

Final job plan will be agreed on appointment.

#### 7. QUALITY IMPROVEMENT AND CONTINUING PROFESSIONAL DEVELOPMENT

The Dental Hospital has a varied programme of quality improvement initiatives and projects. The appointee may be involved in audit/ service evaluation projects either solely or in conjunction with consultants and junior hospital dentists.

#### **Continuing Professional Development**

The post holder will accept responsibility for ensuring his/her own Continuing Professional Development (CPD) in the form of demonstrable Personal Development Plan and CPD. As a minimum the appointee must ensure that their CPD is compliant with that prescribed by the General Dental Council.

Study leave for approved courses will be considered to ensure appropriate continuing professional development. All study leave is conditional on the exigencies of the service. The Trust will provide financial support for appropriate study leave.

A library is located in the Royal Liverpool University Hospital. The University of Liverpool Harold Cohen Library is nearby for which access can be granted to Trust employees

#### 8. MAIN CONDITIONS OF SERVICE

#### General

The appointment is covered by the Terms and Conditions of Service for Hospital Medical and Dental Staff and by the Whitley Councils for the Health Services (Great Britain) Conditions of Service, as well as local agreements as amended from time to time.

#### **Hours and Salary**

The standard hours of duty will be the working week of forty hours (no on-call). The current nationally agreed Specialty Registrar salary rates will apply.

Trainees may be eligible to claim travelling expenses in accordance with Section 23 (except paragraph 2.4 and 4) of the GWC Conditions, and paragraph 227-302 of The Hospital Medicine and Dental Staff Terms and Conditions.

#### **Medical Clearance**

Any offer of appointment is subject to satisfactory medical clearance and confirmation that the successful candidate is Hepatitis B immune. Titre levels are checked by the Occupational Health Service prior to formal offer of appointment.

#### **Medical Indemnity**

The employee is normally covered by the NHS Hospital and Community Health Service indemnity against the claims of medical negligence. Health Departments advise that employees maintain membership of a defense organisation, as in certain circumstances the employee may not be covered by the indemnity.

The employee must hold current registration with the General Dental Council.

#### **Study Leave**

Study leave will be granted according to the nationally agreed Terms and Conditions.

Study leave should only be taken after agreement with the Educational Supervisor and Training Programme Director. Study leave forms need to be completed and approved in order for clinics to be cancelled and for HEE to reimburse expenses. A summary of all study leave allowance needs to be collated and sent to the TPD.

6 weeks' notice will be required to cancel clinics prior to attending any courses. The Specialty Registrar will be responsible for ensuring that clinics are cancelled within the appropriate timescale.

Examinations – Travel and Subsistence will be available for the sitting of specialty examinations but time will not be allowed for additional examination prep (unless taken as annual leave).

#### **Annual Leave**

Annual leave will be granted according to the nationally agreed Terms and Conditions.

Annual leave should only be taken after agreement with the Educational Supervisor and Training Programme Director.



6 weeks' notice will be required to cancel clinics

for annual leave. The Specialty Registrar will be responsible for completing the paperwork to ensure that clinics are cancelled within the appropriate timescale

#### Other information

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.

#### Training in radiation protection

Any person who has direct control over the exposure of a patient must be able to demonstrate "adequate training" as defined by IRMER 2017

#### Flexible training

Applicants considering working flexibly should contact the Postgraduate Dental Dean's Office.

#### Confidentiality

Through the course of your employment, you may become aware of information concerning patients or staff. All such information must be treated as confidential. Breach of this confidence may result in dismissal.

#### **Infection Control**

All medical/dental staff must co-operate with infection control measures that are in place throughout the Trust and comply with any guidance and best practice relating to infection control.

#### **Additional Responsibilities**

All healthcare professionals have a statutory duty to promote ways for the service user and the community they serve to improve their own health and provide services to enable this to happen (e.g. smoking cessation, lifestyle and weight management).

#### **Notification of Termination of Employment**

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

#### **Visiting the Department**

The variety and scope of work offered in the post can best be appreciated by visiting the department, and potential applicants are invited to contact:

- Mrs. J A Macpherson, Divisional Medical Director and Consultant in Special Care Dentistry
- Mr. P Nixon, Consultant in Dental and Maxillofacial Radiology

Tel: 0151 706 5000

## **PERSON SPECIFICATION**

Essential Criteria	When is this
Qualifications:	evaluated?i
Applicants must have:	Application form
BDS or equivalent dental qualification recognised by the General Dental Council	
Eligibility:	When is this
Applicants must:	evaluated?
Be eligible for registration with the GDC by the time of appointment ii	Application form, Interview/selection
Registered with GDC by time of post commencement iii	centre
Be eligible to work in the UK	
<ul> <li>Have the ability to travel to sites as required in order to fulfil the requirements of the whole training Programme</li> </ul>	
Fitness to practise:	When is this
Is up to date and fit to practise safely	evaluated?  Application form,
	references
<ul> <li>Satisfactory enhanced Disclosure and Barring Service (DBS) check in England &amp; Wales / Disclosure Scotland (PVG) in Scotland / Access NI in Northern Ireland or equivalent</li> </ul>	
Language skills:	When is this
Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about dental topics with patients and colleagues; as demonstrated by one of the following:	evaluated?  Application form, Interview/selection
undergraduate dental training undertaken in English	centre
or	
<ul> <li>academic International English Language Testing System (IELTS) results showing a score of at least 6.5 in each domain (speaking, listening, reading, writing), with an overall score of at least 7.0, to be achieved in a single sitting and within 24 months of the time of application</li> </ul>	
If applicants believe they have adequate communication skills, but do not have evidence in one of the above forms, they must provide alternative supporting evidence of language skills	
Health:	When is this evaluated?
Applicants must:	Application form
<ul> <li>Meet professional health requirements (in line with GDC Standards for the dental team)</li> </ul>	pre-employment health screening
Career progression:	When is this
Applicants must:	evaluated?



•	Be able to provide complete details of their employment history	Application form
•	Have evidence that their career progression is consistent with their personal circumstances	Interview/selection centre
•	Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training	
•	Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another region iv	
•	Not have previously relinquished or been released / removed from a specialty training programme, except under exceptional circumstances $^{\rm v}$	
•	Not already hold, nor be eligible to hold, a CCST in the specialty applied for and/or must not currently be eligible for the specialist register in the specialty applied for	
Ap	plication completion:	When is this

ALL sections of application form completed FULLY according to written guidelines

**SELECTION CRITERIA** 

#### **Essential Criteria**

**Qualifications** 

As above

#### **Desirable Criteria**

- MFDS / MJDF or equivalent at the time of application
- Other qualifications held at time of application

When is this

evaluated?

evaluated?

Application form

Application form/Self-assessment form

Interview/selection centre

#### Career progression

#### **Essential Criteria**

- As above
- Has evidence of achievement of Foundation competences from a UK Dental Foundation training programme or equivalent
- Demonstrate the competencies required at the end of a UK Dental Core Training Programme Year 2 by:

Evidence by time of post commencement of satisfactory RCP outcome or programme completion/certification of UK DCT2/3 post which commenced on or after August 2016

#### **Desirable Criteria**

 On an NHS primary care organisation Performance List or able to meet requirements for listing

# When is this evaluated?

Application form/Selfassessment form Interview/selection

centre



or

- National Certificate of Dental Core Equivalence (NCDCE) at the time of application
- Has evidence of experience in more than one dental specialty/clinical setting
- Commitment to the specialty with clear career objectives
- On an NHS primary care organisation Performance List or able to meet requirements for listing when training involves primary care placement

#### Clinical skills - clinical knowledge and expertise

#### **Essential Criteria**

- · Demonstrates good patient care skills
- Capacity to apply sound clinical knowledge and judgement to problems
- · Ability to prioritise clinical need
- Demonstrates appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement

#### **Desirable Criteria**

Has worked clinically for a minimum of 3 months (WTE) working within the scope of practice of a dentist within the previous two years, excluding any period of statutory leave

# When is this evaluated?

Application form/Self-assessment form

Interview/selection centre

References

#### Academic and research skills

#### **Essential Criteria**

#### Research:

 Understanding of the principles and relevance of research in evidence-based practice

#### **Quality Improvement**

- Demonstrates understanding of the principles of audit and clinical governance
- Evidence of participation in quality improvement/audit/service evaluation

#### **Desirable Criteria**

#### Research:

- Evidence of relevant academic and research achievements, e.g., degrees, prizes, awards, distinctions, other achievements
- Publications
- Conference presentations/posters

#### **Quality Improvement**

Evidence of leading at least one quality improvement project

#### Teaching:

 Evidence of delivering undergraduate or postgraduate

# When is this evaluated?

Application form/Self-assessment form

Interview/selection centre



		teaching, or teaching other Dental Care Professionals	
Pe	rsonal skills		
Es	sential Criteria		When is this
Со	mmunication skills:		evaluated?
•	Capacity to communicate effectively and sensitively with others		Application form/Self-assessment form
•	Able to discuss treatment options with patients in a way they can understand		Interview/selection centre
•	Effective communication with colleagues across the whole dental team		
Pro	oblem solving and decision making:		
•	Ability to analyse multiple factors and demonstrate a range of approaches to problem solving		
•	Demonstrates effective judgement and decision-making skills		
Em	pathy and sensitivity:		
•	Capacity to take in others' perspectives and treat others with understanding; sees patients as people		
•	Demonstrates respect for all		
М	anaging others and team involvement:		
•	Capacity to work effectively in a multi- disciplinary team		
•	Demonstrate leadership, when appropriate		
•	Capacity to establish good working relationships with others		
Org	ganisation and planning:		
	<ul> <li>Capacity to manage time and prioritise various tasks and commitments, balance urgent and important demands, follow instructions</li> </ul>		
Vig	ilance and situational awareness:		
	Capacity to monitor and anticipate situations that may change rapidly		
	ping with pressure and managing certainty:		



		9		
Demonstrates flexibility, decisiveness, and resilience				
Understands the impact of emotive and pressured situations on decision making and performance				
Awareness of own limitations and when to ask for help				
Probity – professional integrity				
Essential Criteria		When is this		
Takes responsibility for own actions		evaluated? Application form/Self- assessment form		
<ul> <li>Demonstrates honesty and reliability</li> </ul>		Interview/selection centre		
Demonstrates respect for the rights of all				
Demonstrates awareness of the ethical principles of care, compassion, dignity, safety, confidentiality, and consent				
Awareness of importance of being the patients' advocate, clinical governance, and the responsibilities of an NHS employee				
SPECIALTY SPECIFIC CRITERIA				
Career Progression				
	Has a broad base of clinical experience at UK Dental Core Training level or equivalent including training in Oral Surgery or Oral and Maxillofacial Surgery	When is this evaluated?  Application form/Self-assessment form Interview/selection centre		
Commitment to specialty – learning and personal development				
Essential Criteria	Desirable Criteria	When is this evaluated?		
Shows realistic insight into the specialty and the demands of a career in Dental and Maxillofacial	Experience in Dental and     Maxillofacial Radiology at DCT     level or equivalent	Application form/Self- assessment form Interview/selection		



Radiology (DMFR)	•	Attendance at, or participation in, national and international meetings relevant to DMFR	centre
	•	Membership of appropriate specialist society/associations	

<sup>&</sup>quot;When is this evaluated' is indicative but may be carried out at any time throughout the selection process.

Extraordinary circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train. Completed forms must be submitted at the time of application. No other evidence will be accepted.

ii Time of commencement refers to the date at which the post commences.

iii Can be used as a shortlisting criterion.

<sup>&</sup>lt;sup>iv</sup> The Support for Application to another region form, signed by the Training Programme Director of their current Specialty Training Programme confirming satisfactory progress must be submitted to the recruitment office at time of application.

YApplications will only be considered if applicants provide a Support for Reapplication to a Specialty Training Programme form, signed by both the Training Programme Director/Head of School and the Postgraduate Dean in the Local Office/Deanery that the training took place.