

SPECIALIST GRADE DOCTOR JOB DESCRIPTION

SPECIALIST GRADE IN ORAL SURGERY

East Suffolk and North Essex Foundation Trust

Responsible to: Clinical Chair, Mr Mark Bowditch

Accountable to: Medical Director, Dr Angela Tillett

EAST SUFFOLK AND NORTH EAST ESSEX FOUNDATION TRUST

Message from the Chief Executive

Dear colleague

Thank you for your interest in joining East Suffolk and North Essex NHS Foundation Trust (ESNEFT).

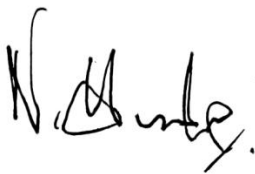
ESNEFT provides integrated care to a population of almost a million people. We employ more than 11,000 staff across two acute hospitals in Colchester and Ipswich and in community hospitals, clinics, surgeries and patients' homes. We are a partner in the Suffolk and North East Essex Integrated Care System.

We would like you to help us provide the best care and experience for the communities we serve in east Suffolk and north Essex. You can find out more about us on our website.

We are committed to being a great place to work, a great place to train and a great place to receive care. As a large organisation we offer exciting opportunities for development, innovation, research, education and training.

We have a simple philosophy: Time Matters. Time matters for our patients, their families and our staff. By focusing on time, we can remove unnecessary stress and frustration – giving our patients a better experience and to make sure you have more time to care and make the most of your skills.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick Hulme'.

Nick Hulme
Chief Executive

East Suffolk and North Essex Foundation Trust

At East Suffolk and North Essex NHS Foundation Trust (ESNEFT) we provide hospital and community health care services for Colchester, Ipswich and local areas. Formed on 1 July 2018, ESNEFT is the largest NHS organisation in the region.

We provide services from Colchester and Ipswich hospitals, Aldeburgh, Clacton, Halstead, Harwich and Felixstowe community hospitals and Bluebird Lodge near Ipswich. You can see these sites on the map below. We also provide community services in Suffolk.

Colchester and Ipswich hospitals have major accident and emergency (A&E) departments

Special Surgery

Our Trust is organised into clinical divisions supported by a series of corporate services. The divisions are:

- Medicine (Colchester) and Medicine (Ipswich)
- Cancer and Diagnostics
- Musculoskeletal and Special Surgery
- Surgery, Gastroenterology and Anaesthetics
- Women's and Children's
- Integrated Pathways
- North East Essex Community Services

Each Division has a Divisional Director, Associate Director of Operations and Head of Nursing. The Special Surgery Clinical Delivery Group is part of the T&O and Special Surgery Division.

Special Surgery is made up of six departments; Ophthalmology, Oral and Maxillofacial Surgery, Orthodontics, ENT including Audiology, Dermatology and Plastic Surgery.

Special Surgery Leadership consists of a Clinical Chair, General Manager and Matron. The Clinical Chair is Mr Jignesh Patel, General Manager Mr Scott Stavri and Matron Mrs Lynda Kitching.

Within the Oral Surgery Department we have a clinical lead for Colchester Mr James Anang and a clinical lead for Ipswich Mr Prabhu Karunakar.

The Department

The department of Oral Surgery is based at the Primary Care Centre, in Colchester and at Ipswich Hospital. The Departments deals with over 8000 outpatient visits per year - new referrals and return visits. A total in excess of 1500 day case operations and minor operating cases are currently performed annually. There is the scope of increasing these activities with the right candidates

Operating Theatres

GA and some LA cases are undertaken at the Elmstead Day Care Unit, Colchester Hospital in purpose built day case suites and

Outpatients

The Outpatient Departments are well equipped and is supported by dedicated clinic rooms, a new intra oral x-ray machine and a dedicated major treatment rooms, an OPG machine and a cryotherapy console.

Main Duties and Responsibilities of the Post

Clinical Responsibilities

The post holder will have clinical sessions at both sites, as this is a cross site working position.

The Post

The successful applicant will be expected to participate actively in the diagnosis, management and follow-up of patients. The main role for the right candidate would be to run oral surgery consultation clinics, minor operation sessions under local anaesthetic independently, as well as assist the department consultant and other clinician with a variety of specialised oral surgery procedures in the general anaesthetic theatre sessions. We have a dedicated oral surgery department nurse, as well as outpatient nurses who assist in the oral surgery clinics and minor operations. Further opportunities will be available for the right candidate to progress into operating independently for theatre sessions.

The post holder will be expected to attend and contribute to the department's clinical meetings, audits and clinical governance.

The appointee will be required to take up the post as soon as possible but no later than 3 months from the date of the offer of an appointment, unless otherwise agreed.

A provisional timetable is enclosed. The timetable has been agreed with the Chief Executive Officer and Medical Director, and will be incorporated as part of the individual's contract of service. The timetable/programme is expected to change with time depending on the specialist expertise of the post holder, the needs of the hospital and the service demands.

The post-holder will be expected to work with Colleagues and the Divisional Clinical Director to ensure the service is delivered in line with best practice.

The post-holder will:

- Work with colleagues to provide a service with the highest standard of care
- Work with the multi-professional team to develop care pathways and clinical guidelines
- Develop and maintain good working practices within wards, outpatients and A&E
- Collaborate and promote close working links with colleagues in tertiary centres, community services and primary care
- Offer support and leadership to junior medical colleagues, nursing colleagues and other members of the multi-disciplinary team

STUDY & TRAINING

The post-holder will:

- Participate in the Postgraduate and Undergraduate teaching programmes, and teaching of other healthcare professionals, within the department
- Support and teach colleagues on a day to day basis, for example, during handovers, ward rounds and outpatient clinics
- Participate in appraisal and assessment of junior medical colleagues, as delegated by the Unit Training Director

Study leave is granted prospectively by the Study Leave Sub-Committee, following Consultant approval and subject to agreement by the Clinical Management Board.

A minimum of two months' notice is required as for study leave to permit adjustment of any clinical research projects or planned clinical work.

CLINICAL GOVERNANCE

The post-holder will:

- Comply with the Trust's Clinical Governance policy, including clinical risk management, data collection and regular departmental audit projects

CONTINUING PROFESSIONAL DEVELOPMENT

The post-holder will:

- Participate in the annual appraisal process, in line with the Trust's appraisal guidelines
- Maintain an up to date job plan and personal development plan
- Comply with CPD recommendations

ADMINISTRATION

The post holder will, be involved in the organisation of junior medical staff duties and supervision of their work.

The post holder will contribute to the development of Information Management Systems and ensure the thorough data capture by all clinical staff. He /she will be jointly responsible for the accurate and timely completion of clinical notes and GP communications.

ARRANGEMENTS FOR LEAVE

Your entitlement will be five weeks and two days per annum, by agreement with your Consultant supervisors, the person must inform the relevant service timetable administrator, typically the administrative staff.

Clinic Clerks must be given at least two months' notice to adjust clinic profiles. The person shall not be away when their Consultant is away unless appropriate cover has been agreed and obtained.

SICKNESS

The department and the HR Department must be notified as soon as possible on the first day of sick leave. You are required to provide a self-certificate on the fourth day of any period of sickness. If this continues a medical certificate must be obtained from the seventh day of absence, including weekends and holidays.

WORKING EMERGENCIES AND UNFORESEEN CIRCUMSTANCES

You are expected to perform duties in clinical emergencies and unforeseen circumstances at the behest of their Service Consultant Staff.

RESEARCH, AUDIT AND TEACHING

Teaching: the successful candidate will be expected to be involved in the teaching and supervision of DCTs during their rotation,

Research at Primary Care Centre: Opportunities can be identified and will be supported.

Draft Timetable

This timetable is for illustrative purposes. The exact timetable will be agreed between the appointee, and the Clinical Director / Department Manager.

PROVISIONAL TIMETABLE

	AM	PM
Monday	CLINIC	CLINIC
Tuesday	THEATRE	THEATRE
Wednesday	CLINIC	CLINIC
Thursday	ADMIN	SPA
Friday	CLINIC	CLINIC

Person Specification

Qualifications	<ul style="list-style-type: none"> • Full Registration with the General Medical Council • Completion of 12 years Medical work since obtaining primary Medical Qualification • Sufficient experience at SpR level & ability to work on the on call rota • Full MRCP (UK)
Professional values and behaviours, skills and knowledge	1.1 Practises with the professional values and behaviours expected of all doctors as set out in GMC Good Medical Practice and the Generic Professional Capabilities Framework (or equivalent for dentists).
	1.2 Demonstrates the underpinning subject-specific competences i.e. knowledge, skills and behaviours relevant to the role setting and scope.
	1.3 Clinically evaluates and manages a patient, formulating a prioritised differential diagnosis, initiating an appropriate management plan, and reviewing and adjusting this depending on the outcomes of treatment.
	1.4 Manages the difficulties of dealing with complexity and uncertainty in the care of patients; employing expertise and clinical decision-making skills of a senior and independent/ autonomous practitioner. (All senior doctors/dentists (including consultants and GPs) work independently/ autonomously to a level of defined competencies, as agreed within local clinical governance frameworks).
	1.5 Critically reflects on own competence, understands own limits, and seeks help when required.
	1.6 Communicates effectively and is able to share decision-making with patients, relatives and carers; treats patients as individuals, promoting a person-centred approach to their care, including self-management.
	1.7 Respects patients' dignity, ensures confidentiality and appropriate communication where potentially difficult or where barriers exist, e.g. using interpreters and making adjustments for patients with communication difficulties.
	1.8 Demonstrates key generic clinical skills around the areas of consent; ensuring humane interventions, prescribing medicines safely and using medical devices safely.
	1.9 Adheres to professional requirements, participating in annual appraisal, job planning and reviews of performance and progression.

	1.10 Awareness of legal responsibilities relevant to the role, such as around mental capacity and deprivation of liberty; data protection; equality and diversity.
	1.11 Applies basic principles of public health; including population health, promoting health and wellbeing, work, nutrition, exercise, vaccination and illness prevention, as relevant to their specialty.
Leadership and teamworking	2.1 Awareness of their leadership responsibilities as a clinician and demonstrates appropriate leadership behaviour; managing situations that are unfamiliar, complex or unpredictable and seeking to build collaboration with, and confidence in, others.
	2.2 Demonstrates understanding of a range of leadership principles, approaches and techniques so can adapt leadership behaviours to improve engagement and outcomes – appreciates own leadership style and its impact on others.
	2.3 Develops effective relationships across teams and contributes to work and success of these teams – promotes and participates in both multidisciplinary and interprofessional team working.
	2.4 Critically reflects on decision-making processes and explains those decisions to others in an honest and transparent way.
	2.5 Critically appraises performance of self, colleagues or peers and systems to enhance performance and support development.
	2.6 Demonstrates ability to challenge others, escalating concerns when necessary.
	2.7 Develops practice in response to changing population health need, engaging in horizon scanning for future developments.
Patient safety and quality improvement	3.1 Takes prompt action where there is an issue with the safety or quality of patient care, raises and escalates concerns, through clinical governance systems, where necessary.
	3.2 Applies basic human factors principles and practice at individual, team, organisation and system levels.
	3.3 Collaborates with multidisciplinary and interprofessional teams to manage risk and issues across organisations and settings, with respect for and recognition of the roles of other health professionals.

	3.4 Advocates for, and contributes to, organisational learning.
	3.5 Seeks feedback and involvement from individuals, families, carers, communities and colleagues in safety and quality service improvements reviews.
	3.6 Leads new practice and service redesign in response to feedback, evaluation and need, promoting best practice.
	3.7 Evaluates and audits own and others' clinical practice and acts on the findings.
	3.8 Reflects on personal behaviour and practice, responding to learning opportunities.
	3.9 Implements quality improvement methods and repeats quality improvement cycles to refine practice; designing projects and evaluating their impact.
	3.10 Critically appraises and synthesises the outcomes of audit, inquiries, critical incidents or complaints and implements appropriate changes.
	3.11 Engages with relevant stakeholders to develop and implement robust governance systems and systematic documentation processes.
Safeguarding vulnerable groups	4.1 Recognises and takes responsibility for safeguarding children, young people and adults, using appropriate systems for identifying, sharing information, recording and raising concerns, obtaining advice and taking action.
	4.2 Applies appropriate equality and diversity legislation, including disability discrimination requirements, in the context of patient care.
Education and training	5.1 Critically assesses own learning needs and ensures a personal development plan reflects both clinical practice and the relevant generic capabilities to lead and develop services.
	5.2 Promotes and participates in individual and team learning; supporting the educational needs of individuals and teams for uni-professional, multidisciplinary and interprofessional learning.
	5.3 Identifies and creates safe and supportive working and learning environments.
	5.4 Can act as a role model, educator, supervisor, coach or mentor for medical and non-medical practitioners.
	5.5 Creates effective learning opportunities and provides developmental feedback, both verbally and in writing, to

	learners and doctors/dentists in training, as required by the role.
	5.6 Plans and provides effective teaching and training activities as required by the role.
	5.7 Understands how to raise concerns about the behaviour or performance of any learner who is under their clinical supervision (leadership).
	5.8 Takes part in patient education.
Research and scholarship	6.1 Up-to-date with current research and best practice in the individual's specific area of practice, through appropriate continuing professional development activities and their own independent study and reflection.
	6.2 Critically appraises and understands the relevance of the literature, conducting literature searches and reviews; disseminates best practice including from quality improvement projects.
	6.3 Locates and uses clinical guidelines appropriately.
	6.4 Communicates and interprets research evidence in a meaningful way for patients to support shared decision-making.
	6.5 Works towards identifying the need for further research to strengthen the evidence base or where there are gaps in knowledge, networking with teams within and outside the organisation.

Training and Postgraduate Education

General

There is an excellent Postgraduate Medical Centre with a modern lecture theatre. The centre includes seminar rooms and a small but extensive library on a site adjacent to Colchester General Hospital. The Library supplies books, journals, some interactive software and access to electronic bibliographic databases and journals.

Time will be allowed for the appointee to attend meetings etc for the purposes of Continuing Medical Education (30 days over a 3 year period).

The post-holder will be required to participate in programmes for teaching medical students, training junior doctors and in clinical examinations. It is expected that this will be an integral part of everyday clinical activity.

The post-holder will be required to keep himself/herself fully up-to-date with their relevant area of practice and to be able to demonstrate this to the satisfaction of the Trust. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and Conditions

of Service, to support appropriate study, postgraduate training activities, relevant CME courses and other appropriate personal development needs.

General Terms and Conditions and Information

The salary for this post is £83,945 to £95,275 per annum depending on experience.

Please note that there is no overtime commitments payable for this post.

Part-time staff will be paid pro-rata.

Shortlisted candidates will be required to complete a Health Statement and the Trust may require an officer to pass a medical examination as a condition of appointment.

Because of the nature of the work of this post it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, including those 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 dismissal or disciplinary action by the Trust. Any information should be sent to the Trust Medical Director in an envelope marked for his/her personal attention and will be completely confidential and be considered only in relation to an application for positions to which the order applies.

Disclosure and Barring checks are now a mandatory part of the NHS recruitment process for staff who, in the course of their normal duties, have access to patients.

'The Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues' (Chief Medical Officer, December 1996). All medical staff practising in the Trust should ensure that they are familiar with the procedure and apply it.

Medical Negligence

The Fellow agrees to:

Co-operate fully with The Trust and its Legal Advisors in the investigation of any Patient Complaint/Incident involving but not limited to any allegation of negligence or misconduct on the part of the Fellow.

To provide The Trust, on request, with a full written statement concerning the said Patient Complaint/Incident.

Clinical Governance

The post-holder will participate in clinical governance activities, including clinical audit, clinical effectiveness, risk management, quality improvement activities as required by the Trust, and external accrediting bodies.

Management

The post-holder will be required to work within the Trust's management policies and procedures, both statutory and internal, accepting that the resources available to the Trust are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Trust. He/she will undertake the administrative

duties associated with the care of his /her patients and the running of his/her clinical department under the direction of the lead clinician and/or directorate chair.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the Trust have the following key responsibilities:

Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.

Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Health & Wellbeing Department.

Amending the Job Description

It is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post-holder. This will be done in consultation with the post-holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality

The post-holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post-holder must respect patient named confidentiality in keeping with "Caldicott principles".

Data Protection

The post-holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

COLCHESTER IPSWICH AND SURROUNDING AREAS

Ipswich is the county town of Suffolk located on the estuary of the River Orwell. It is the oldest Anglo-Saxon town dating from the time of King Rædwald, King of the East Angles (c.600) and received its Royal Charter from King John in 1200. It has a long history as an important trade route exporting Suffolk cloth from the Suffolk Wool Towns around the world. Ipswich's famous former residents include Thomas Wolsey, Henry VIII's chancellor, born here in 1475, Lord and Lady Nelson and Thomas Gainsborough who lived and worked in Ipswich. John Constable was born and raised in nearby Dedham and Christchurch Mansion has the best collection of Gainsborough and Constable Paintings outside London. Ipswich also has a successful business community of its own with thriving high tech and financial service sectors.

Colchester is Britain's oldest recorded town and former capital of England. It has a rich and varied history that can be explored today through its museums, ruins, and by walking its

streets. It has particularly strong connections to both its Roman Heritage, and the scars left by the Siege of Colchester during the English Civil War.

One of the largest urban regeneration projects on the town's Waterfront area has delivered a busy marina with a good selection of restaurants, bars and cafés as well as the setting of the new University Campus Suffolk (UCS) which opened in 2007 and is among one of the newest higher education institutions in the UK. There is an excellent choice of both state and private sector schools in the area. In 21st Century Colchester you will find a thriving and expanding town with plenty to keep you entertained for a day, weekend, week or even longer. The town has a strong cultural identity, with numerous galleries, theatres and arts venues as well as a bustling town centre with plenty of restaurants and shopping opportunities. The town is based on the Essex / Suffolk border and perfectly placed to explore the local area including Constable Country and the Essex Coast as well as further afield into East Anglia and London.

GENERAL INFORMATION

There is an established hospital information and support system (Lorenzo in Ipswich and Medway in Colchester).

There are Postgraduate Education Centres situated centrally within the Trust campus on both sites and boasts a particularly well-stocked library with on-line literature search facilities.

There is an active programme of teaching, including hospital consultants, general practitioners and junior medical staff. There are full-time supporting administrative staff and medical librarians. The library is open 24 hours a day.

Staff are actively encouraged to participate in issues relating to the operation and planning of patient services and are committed to ongoing Training and Development.

Quality

The Trust is committed to providing patient care of the highest quality and requires all staff to play an active role in achieving this.

Confidentiality

During the course of his/her duties, the post holder may have access to confidential information which must not be divulged to any unauthorised persons at any time, this includes compliance with the Trust's Policy on Data Protection.

Trust Policies

The post holder is required to comply with all the Trust's policies.

Relocation Package

The Trust has designed its scheme to be as flexible as possible to enable employees to maximise their benefits. Further information can be obtained from the Human Resources Department.

Interview Expenses

All potential applicants are advised the Trust will only reimburse travel and hotel accommodation expenses in respect of the interview and one preliminary visit. In the case of candidates attending from outside of the United Kingdom, expenses will only be met from the port of entry.

Enquiries and Visits

Applicants or prospective applicants are encouraged to visit the department and to meet prospective colleagues. Arrangements for visiting can be made by contacting

Requests for visits to either hospital site should be made to:

Mr Prabhu Karunakar, Consultant Oral Surgery - Ipswich
Email: Prabhu.Karunakar@esneft.nhs.uk

Or

Mr James Anang, Consultant Oral Surgeon
Email: James.Anang@esneft.nhs.uk