

## Job Description

**Role Title: Junior Clinical Fellow Oral & Maxillofacial Surgeon**

**Grade: Junior Clinical Fellow (MT03)**

**Contract: Fixed term**

**Responsible to: Clinical Lead / Clinical Director**

**Accountable to: Director of Operations**

**Location: University Hospitals Coventry and Warwickshire**

### Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



### Net Zero and Sustainability

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

### Job Overview

An opportunity has arisen for full-time fixed term Junior Clinical Fellows in Oral and Maxillofacial Surgery at the University Hospitals Coventry and Warwickshire NHS Trust (UHCW NHS Trust).

This large and dynamic Trust is one of the leading teaching hospitals in the UK, equipped with state-of-the-art technology and facilities. It is the home of Warwick Medical School, providing wide-ranging opportunities to contribute to undergraduate and postgraduate teaching and research. UHCW is situated in the heart of the West Midlands with easy access to the rural Warwickshire countryside, Birmingham and London.

We are seeking dynamic team players who wish to gain clinical experience in OMFS.

## **UHCW Improvement**

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a prerequisite for this post.

## **The Post**

The successful candidates will be primarily responsible for looking after in-patients and emergency referrals to OMFS and assisting in emergency and elective theatre activity.

There will opportunity to gain exposure to many areas of Oral & Maxillofacial Surgery, which may include Craniomaxillofacial Trauma, Orthognathics, Temporomandibular joint surgery, the full remit of head and neck surgery including reconstructive surgery and thyroid surgery.

On call duties are currently 1 in 6 covering UHCW NHS Trust on the first on-call resident shift rota, which also includes second degree students. This is supported by Second on call (off-site), and the consultant on-call tiers. When on-call you will be expected to take referrals from the Emergency department at University Hospital Coventry as well as outside referrals from other Emergency departments and primary care dentists and doctors.

The successful candidate's clinical sessions will initially be at UHCW but in the future may include some out-patient clinical activity at either Hospital of St Cross, Rugby, Warwick Hospital or George Eliot Hospital Nuneaton.

## **Oral & Maxillofacial Surgery Staffing Structure**

Mr N McLeod: Lead Clinician, Trauma and TMJ Surgery  
Mr P Stockton: Orthognathic Surgery/General Maxillofacial Surgery  
Mr L Hanu-Cernat: General Maxillofacial Surgery  
(Vacant: Trauma/General Maxillofacial Surgery – in recruitment)  
(Head & Neck)  
Mr R Sandhu: Head & Neck& Thyroid/General Maxillofacial Surgery  
Mr G Walton: Head & Neck Surgery: Head & Neck/Skull base  
Mr S Islam: Head & Neck & thyroid/ General Maxillofacial Surgery

## **Restorative Dentistry (Head & Neck)**

1.0 wte

## **Orthodontic Support**

Mr R Linklater (Warwick Hospital)  
Mrs Insigam Muqbil (Warwick Hospital)  
Mrs Ourvinder Chawla (Warwick Hospital)  
New consultant post in recruitment

## **Middle Grade Staff**

3 Staff Grades -Maxillofacial Surgery  
1 Staff Grade – Head & Neck Surgery  
2 Specialist Registrars on West Midlands Rotation  
2 Senior Clinical Fellows

## **Junior Staff**

3 DCT posts – West Midlands Deanery  
6 Junior Clinical Fellows (medical)

### **Facilities at University Hospital**

The department is housed in the main outpatient department at the University Hospital site (Clinics 10/11), conveniently located alongside the ENT and Ophthalmology departments. There are a variety of outpatient clinical rooms in the department, together with rooms for minor surgical procedures and Orthodontics / Restorative dentistry.

There are theatre lists in the Day Surgery Unit and Main theatres at the University Hospital and in-patients are generally managed on Ward 23 with ENT patients or Ward 10

### **Oral & Maxillofacial Services**

The Department provides comprehensive care to the whole of the Coventry & Warwickshire region functioning as a hub and spoke service with surrounding district general Hospitals. In-patient services are exclusively provided by University Hospital, Coventry, with facility for outpatient and day care services at George Elliot Hospital, Nuneaton, St Cross Hospital, Rugby and Warwick Hospital. The University Hospital is a designated adult Major Trauma Centre.

Orthodontic support to the service is provided by consultant colleagues at Warwick Hospital and combined clinics take place both at Warwick and on the University Hospital site.

Restorative dentistry is provided at the University Hospital, with a new consultant due to start imminently.

There is access to an excellent prosthetics service managed by Mr James Dimond. The fully equipped on-site Oral and Maxillofacial Laboratory provides complex custom-made medical devices and prostheses compliant with ISO 13485. Key areas include silicone prosthetics, digital orthognathic planning, surgical guides, splints, and trauma plates. It incorporates a digital planning suite hosting a range of surgical planning software, surface scanners and 3D printers. A dedicated Specialist Dental Technician provides technical support for Restorative Dentistry and dental devices required for the Maxillofacial clinics. The Maxillofacial Prosthetics team offer operating theatre support for intra and extra-oral implant placement. The laboratory actively participates in research and development and is an accredited training centre for Reconstructive Science.

The service is committed to providing high quality care and has monthly QIPS/Housekeeping meetings to maintain standards.

### **Head & Neck Cancer Services**

The Head and Neck cancer services are formed into a separate business unit and comprise of a combined team of designated ENT and Maxillofacial Surgeons all of whom are core members of the Head & Neck MDT.

There is a very close working relationship between team members who often operate jointly across specialty boundaries and who collaborate closely to enable waiting times targets to be met. A contemporary range of treatment is provided by the department including thyroid/parathyroid surgery, microvascular surgery, Sentinel Node Biopsy, Transoral laser surgery and robotic surgery. There is a well-established Trans-nasal oesophagoscopy service with state of the art equipment including narrow band imaging. There is excellent oncological support to the service and IMRT is routinely offered to patients. In addition the service has a track record of high levels of recruitment into National clinical trials. Restorative dental services are available to all patients both pre and postoperatively including extra-oral and intra oral implant services.

The team members are responsible for managing all head and neck two week wait referrals to the service from Coventry, Rugby and North Warwickshire and undertake all operating on the University

Hospital site. They are well supported by an enthusiastic multidisciplinary team of Consultant, nursing and allied health professional colleagues.

### **Clinical Duties and Responsibilities**

- Work with other members of the Maxillofacial team to provide a comprehensive general surgical service to the Trust, Primary Care Trusts and General Practitioners
- Participate in the Maxillofacial second on-call rota to ensure that appropriate emergency services are provided out-of-normal working hours.
- Provide a consultation and advisory service to clinical colleagues in other specialties within the Trust and Primary Care when on-call.
- Develop and maintain collaborative relationships with medical colleagues in other specialties and participate in regular clinical meetings and other post graduate activities.
- Participate in the professional supervision and development of trainee doctors within the specialty.
- Demonstrate a firm understanding in Clinical Governance, Risk Management and Clinical Audit – this will include the development and maintenance of appropriate systems and practices to ensure continued safe clinical practice.
- Ensure own practice is up-to-date; this will include taking responsibility for own Clinical Professional Development and participating in the Trust's Performance and Annual Review system and be responsible for ensuring that they support the principles of revalidation by the General Medical Council

### **Continual Professional Development (CPD)**

Attention and aspiration to lifelong learning will be supported by the specialty group and the Trust to demonstrate safe and knowledge clinical capabilities.

The post holder will have a reflective approach to their own practice and will agree a programme of continuing professional development which meets his/her and service provision requirements.

The post holder will ensure completion of a revalidation ready appraisal annually and undertaking regular multisource feedback in order to meet the requirements for revalidation.

### **Research**

The Trust welcomes and encourages research as a high-profile activity that compliments the service provided. The Speciality recognises that high quality research is an integral part of development and quality care and undertakes to support and encourage such activities wherever possible. The OMFS department currently participates in the CHOC1 (Condylar Head Operative or Conservative) RCT and is looking to facilitate other trials in OMFS and Head & Neck surgery.

The Trust offers state of the art facilities in research and development. It houses the Warwick Medical School's Clinical Sciences Research Institute (CSRI), bringing together scientists, clinicians and epidemiologists to study disease mechanisms in vivo and in vitro. UHCW also has six well-equipped Patient Research Interface (PRI) suites for patient-based research.

The Research & Development Team is responsible for facilitating research and supporting all researchers within the Trust with the ultimate aim of improving patient care. Researchers can access support with completing grant applications, finding appropriate funding streams, with editing or proof-reading grants and developing strong grant proposals.

### **Clinical Audit and Governance**

The Trust is committed to providing patient care of the highest quality. Job plans are constructed to allow practical sessional commitment for medical audit, clinical governance and continuing medical education. The post holder will be required to participate in clinical audit activities including clinical audit meetings.

The post holder will have an objective team approach to and participation in the specialties efforts to monitor and improve standards and critical incident whilst actively supporting evidence-based guideline implementation.

Demonstrate a firm involvement in Clinical Governance, Risk Management and Clinical Audit – this will include the development and maintenance of appropriate systems and practices to ensure continued safe clinical practice.

### **Teaching**

The post holder will be required to participate fully in the education and training of medical students, trainee doctors, paramedical, nursing and other appropriate staff. Providing honest and constructive feedback in a supportive learning environment, teaching by example and encourage trainees to be curious. Formal training in teaching and providing feedback will be advantageous.

The post holder will be expected to support the educational development of trainees in the department.

### **Education and Training within the Trust**

The Medical Education Team is responsible for ensuring the delivery of the undergraduate and postgraduate training programmes and they are supported by an administrative team based on site in the Clinical Sciences Building (CSB).

The Trust supports a network of specialty Chairs and research fellows as well as a team of Clinical Teaching fellows responsible for providing educational leadership. Each specialty has identified an Educational lead for both postgraduate and undergraduate teaching and these individuals oversee the work of the Educational supervisors. The activities of these staff are coordinated through a management system which reports through the Medical Director to the Board.

The Trust has invested in first class teaching facilities including the CSB and 45 near ward teaching/seminar rooms. Other facilities include a clinical skills teaching wing and suite (with a Simulator centre), an anatomy and surgical teaching facility, teaching links from the theatres and endoscopy suite to the CSB and a first class Library. Additional teaching facilities are available at Rugby St Cross.

### **Indicative timetable**

This will be dependent on the clinical experience and educational aspirations of the appointed candidate, but they should expect to spend some time in different subspecialty areas of OMFS akin to a registrar rotation.

### **Terms and conditions**

Appointments at University Hospitals Coventry and Warwickshire NHS Trust will be made in accordance with the locally agreed terms and conditions for Clinical Fellows. A copy of these terms will be issued to all successful applicants on appointment. The post holder will also be required to act in accordance with local policies agreed by the Trust.

## Person Specification

**Job Title:** Junior Clinical Fellow Oral & Maxillofacial Surgeon

### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

**PLEASE DO NOT APPLY IF YOU DO NOT MEET THE ESSENTIAL QUALIFICATION CRITERIA  
AS YOU WILL NOT BE CONSIDERED FOR APPOINTMENT**

Factors	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Full GMC registration with licence to practice.</li> </ul>	<ul style="list-style-type: none"> <li>Dental degree (BDS or equivalent).</li> <li>GDC registration</li> <li>Higher qualification (PhD/MD/Masters).</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>UK NHS experience</li> <li>Competent in basic information technology.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in OMFS / Head &amp; Neck surgery</li> </ul>
<b>Teaching &amp; Education</b>	<ul style="list-style-type: none"> <li>Commitment to continuing medical education.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to organise and participate in and evidence of teaching and training.</li> <li>Educational qualification.</li> </ul>
<b>Audit/ Governance/ Research</b>	<ul style="list-style-type: none"> <li>Experience of delivery of Audit cycles.</li> <li>Understanding of the clinical governance process.</li> </ul>	<ul style="list-style-type: none"> <li>Published research in peer-reviewed journals.</li> <li>Experience of audit management.</li> <li>Higher degree by research (e.g., MSc/Mphil/MD/PhD).</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Caring attitude to patients.</li> <li>Enquiring, critical approach to work.</li> <li>Ability to work effectively in a large multi-disciplinary team.</li> <li>Ability to communicate, liaise and negotiate with others.</li> </ul>	
<b>Communication Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent inter-personal qualities.</li> <li>Ability to communicate effectively (written, public speaking and presentational).</li> </ul>	
<b>Continued Professional/ Personal Development</b>	<ul style="list-style-type: none"> <li>Understanding of the importance of CPD and evidence of engagement with this process in previous posts.</li> </ul>	
<b>Commitment to Trust Values and Behaviours</b>	<ul style="list-style-type: none"> <li>Must be able to demonstrate behaviours consistent with the Trust's values. (As detailed in UHCW's Values in Action document below).</li> </ul>	



## Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

**The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.**

## Our values in action

We live our values in action in our work with patients, visitors, and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

