

## Job Description

<b>TITLE:</b>	<b>SPECIALTY DENTIST IN ORAL MEDICINE</b>
<b>DEPARTMENT:</b>	<b>ORAL MEDICINE</b>
<b>LOCATION:</b>	<b>BIRMINGHAM DENTAL HOSPITAL</b>
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	<b>HEAD OF SERVICE OF ORAL MEDICINE</b>
<b>CLINICALLY ACCOUNTABLE TO:</b>	<b>DIVISIONAL MEDICAL DIRECTOR (DENTAL)</b>
<b>PAY SCALE:</b>	<b>MC75</b>
<b>HOURS:</b>	<b>LESS THAN FULLTIME (LTFT)</b>

### INTRODUCTION

The priority for this LTFT, fixed term post for 1 year is the assessment and treatment of patients referred to the Oral Medicine Department.

The post will be part time LTFT, 3 sessions per week, and will be held under the contractual arrangements for Specialty Doctor (2021 contract) and the Terms and Conditions of Service as amended. The post may be available as a job share. The appointee will be employed by the Birmingham Community Healthcare NHS Foundation Trust.

Flexibility in working arrangements will be encouraged

### 1. THE HOSPITAL

The Birmingham Dental Hospital is an undergraduate dental teaching hospital that shares purpose built accommodation with the School of Dentistry of the University of Birmingham. It is sited in new purpose-built premises close to the main university campus in Edgbaston, and there are good transport links to the city centre and main railway station.

### 2. THE UNIVERSITY OF BIRMINGHAM SCHOOL OF DENTISTRY

The University of Birmingham has approximately 28,000 students from 150 countries, the quality of the student experience offered at the University of Birmingham remains of paramount importance. The University is one of the leading members of the Russell Group in terms of the size of its Graduate School and the quality of its student experience as shown by the National Student Survey. As well as high quality teaching, students also enjoy an enriched experience, through other activities such as sport, for which Birmingham is ranked third in the UK.

## The College of Medical and Dental Sciences

The University's structure is one of Colleges and Schools, and the College of Medical and Dental Sciences contains five Schools that cover the whole range of pre-clinical and clinical disciplines:

- School of Cancer Sciences
- School of Clinical and Experimental Medicine
- School of Dentistry
- School of Health and Population Sciences
- School of Immunology and Infection

### 3. THE DEPARTMENT

3.1 The Oral Medicine Clinic currently provides a regional diagnostic and treatment service for patients with oral mucosal disease, and allied problems. The clinic's research interest include Sjögren's Syndrome, Behcet's Disease, oral pre-malignancy and drug induced lichen planus.

3.2. The existing staff within the department are:-

- 3 NHS Consultants
- Lecturer/Honorary Consultant in Oral Medicine
- 2 Full Time and 1 Part Time Specialty Dentists
- Career development posts
- Dedicated secretarial, nursing and clerical personnel.

3.3. The demand for an Oral Medicine service has grown very significantly over the last few years, with the clinic continuing to attract increasing numbers of patient referrals. Currently, there are approximately 4,500 patient attendances per year and a referral rate of the order of 2,800 new patients per annum.

3.4 The Oral Medicine Clinic has effective links with the Haematology, Clinical Chemistry, Immunology and Microbiology diagnostic Services. Collaborative links are also well established with a wide variety of specialist medical departments, including Rheumatology, Ophthalmology, Haematology stem cell transplantation unit, Dermatology, Genito-Urinary Medicine and Gastroenterology.

3.5. In addition to arrangements with the on-site Oral Surgery Department, there are strong links with the Oral and Maxillofacial Surgery department at University Hospital Birmingham Trust (Queen Elizabeth Hospital) which ensures the very rapid further management of those patients diagnosed with oral malignancy. A rapid access clinic is held each week for patients with suspected oral malignancy.

3.6. Oral Medicine staff participate on a weekly basis in the nationally commissioned Centre of Excellence for Behcet's disease, held at the Birmingham and Midland Eye Centre. This is one of only three such centers in the UK.

3.7. Multidisciplinary clinics are also run including bi-monthly Sjögren's Syndrome clinic at University Hospital Birmingham NHS Trust, and a paediatric Oral Medicine clinic at Birmingham Children's Hospital. The Behcet's and Sjögren's clinics provide excellent platforms for research and two NIHR portfolio studies on Sjögren's syndrome are currently in progress. In addition there is also a joint Prosthetics / Oral Medicine Clinic which is undertaken quarterly.

3.8. The Oral Medicine Department developed the first Managed Clinical Network in this specialty in the UK. The integration of the Combined Community Dental Services with the Birmingham Dental Hospital and liaison with the more recently developed MCNs in Oral Surgery will provide an opportunity to progress this initiative and inform commissioners of the service needs and pressures via the Local Professional Network.

#### **4. THE SPECIALTY DENTIST POST**

4.1 The appointment is as a Specialty Dentist in Oral Medicine under the Terms and Conditions of Service for Specialty Doctor (2021) – England. The post will be based at Birmingham Dental Hospital. Clinical services will be provided within the hospital or the Dental Outreach Centre in Central Birmingham, and may also be provided within the Combined Community Dental Service, which is integrated with the Birmingham Dental Hospital.

4.2 Oral Medicine clinics currently are held between the hours of 9 a.m. and 5 p.m. However, the Dental Hospital is run on the basis of a 3-session day, with the third session ending at 8 p.m. As the service develops, staff may be expected to consider incorporating the evening session in their jobplans.

4.3. The main purpose of the post is to provide clinical services in relation to the management of patients referred to the Oral Medicine department. Additionally the appointee may be expected to assist in the teaching of undergraduate dental and dental hygiene and therapy students where appropriate.

4.4. The post holder will be expected to be competent at managing common oral medicine conditions and the discharge of clinical duties will be in accordance with Trust Policies and Procedures.

4.5. The post holder will be expected to develop a close working relationship with colleagues in Oral Medicine and the other dental and medical specialties.

4.6. Nursing and secretarial services are provided. Departmental administration and routine correspondence with referring clinicians are required of the post holder.

4.7. Full participation in hospital/departmental Quality Assurance, Clinical Audit and Clinical Governance programmes is a requirement of the post.

4.8. The post holder will be managerially accountable to the Head of Service for Oral Medicine for the delivery of all aspects of the Dental Hospital service contracts as they affect

the NHS specialty. The appointee will be expected to work in close collaboration with the Head of Service for Oral Medicine on all departmental matters.

4.9. Exceptionally, the post holder may be required for such irregular commitments outside the normal rostered duties as may be required to ensure continuity of patient care.

## **5. TERMS AND CONDITIONS OF SERVICE**

The appointment is subject to the Terms and Conditions of Service for Specialty Doctor (2021) – England .

### **SUPERANNUATION**

All Staff are entitled to join the NHS Superannuation Scheme. From 6th April 1998, members of staff are entitled to make their own personal arrangements and are not obliged to join the NHS Scheme. However, unless a Form 2D502, which is available from Personnel, is completed and returned, Superannuation will automatically be deducted from their salary.

### **PERFORMANCE MANAGEMENT**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need

### **HEALTH & SAFETY AT WORK**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

### **EQUAL OPPORTUNITIES**

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

### **SAFEGUARDING**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **SMOKING**

The Trust operates a No Smoking policy.

### **MOBILITY**

Whilst the postholder will be based at Birmingham Dental Hospital this is a Trust wide appointment and travel around the Trust may be required.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **SUSTAINABILITY**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

## **DIGNITY IN CARE**

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **INFECTION PREVENTION AND CONTROL**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

## **JOB DESCRIPTION**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_