

Job descriptions can be found below for the following centres:

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- [London - South Thames](#)
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Please note these job descriptions may be subject to change.

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## London - North Thames

### Great Ormond Street Hospital for Children NHS Foundation Trust

#### General

Great Ormond Street Hospital Trust is a dynamic organisation, therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflect these. In keeping with the Trust's Personal Responsibility Framework and the Equal Opportunities Policy, the postholder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

All applicants to any post within the Trust are required to declare any involvement, either directly or indirectly, with any firm, company or organisation which has a contract with the Trust. Failure to do so may result in an application being rejected, or, if it is discovered after appointment that such information is being withheld, then this may lead to dismissal.

The postholder will have access to confidential information which may only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.

Great Ormond Street Hospital is a regulated organisation and as such, all postholders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

The Trust operates a No Smoking Policy. Smoking is permitted in the designated areas only.

#### Great Ormond Street Hospital for Children NHS Foundation Trust

Great Ormond Street Hospital for Children NHS Trust is a Postgraduate Teaching Hospital with 351 beds and is a national centre for children with a wide spectrum of disease. The full range of medical, surgical and diagnostic specialities are available.

#### The Institute of Child Health

The Institute of Child Health is the medical school of Great Ormond Street Hospital for Children NHS Trust and it is a constituent body of the University College London Medical School. Most of the hospital specialities are represented by respective research departments in the Institute.

## Cleft Service and Post

### Introduction

The 2 Hospitals that make up the North Thames Cleft Managed Clinical Network are Great Ormond Street Hospital (GOSH) and St Andrews Centre for Plastic Surgery (which is part of the Mid Essex Hospital Trust, Broomfield, Chelmsford and Essex). The Twin site centre comprising of GOSH and St Andrews Centre for Plastic Surgery is one of the national designated centres for the management of cleft lip and palate and is the busiest of the centres. The twin site centre accepts approximately 150-200 new babies with cleft lip and palate per annum in the NHS, plus private patients and another 150-200 older patients and those with velo-pharyngeal disorders.

### Supervising Consultants

Mr Loshan Kangesu (0207 829 7922 / 01245 516229) Mr Guy Thorburn and Mr Paul Morris (02078 297922 / 01245 516118)

### The Post and on-call

The post will have primary responsibility for the management of the cleft lip and palate cases and for undertaking cleft related research and audit activity. The postholder is encouraged to participate in any other plastic surgical and maxillofacial cases that he/she has a particular interest in. The post-holder is on-call at GOSH for the dept of plastic surgery (see below) and is not on-call at St Andrews Centre.

### Clinical Experience and Training

Each week there are 9 Cleft operating lists in plastic surgery (5 at GOSH, 4 at ST Andrews) and two lists in oral and maxillo-facial surgery (OMFS) (at GOSH). In addition, there are opportunities to visit Mr Ayliffe at University College Hospital. There are each week, 3 multidisciplinary cleft clinics, plus one OMFS clinic, 3 orthodontic clinics and at least one palatal investigation clinic.

Many of these session overlap, so the trainee is expected with the supervisor to plan their training and also have time for private study. The trainee I expected to make full-benefit of the multidisciplinary workings of the cleft team.

### Weekly Timetable

	<b>Mond ay</b>	<b>Tuesd ay</b>	<b>Wednesday</b>		<b>Thursday</b>			<b>Friday</b>	
<b>A M</b>	GOSH Theatr e (PM/G T)		St A Theat re LK	St A Theat re PM/G T	GOS H Theat re LK	GOS H Theat re PA	GOS H Theat re BCS ?	GOS H MDT Clini c	GOS H Theat re PM/G T
<b>P</b>	GOSH	ST	St A	St A	GOS	GOS	GOS		GOS

<b>M</b>	MDT Clinic	Andrews MDT Clinic	Theatre LK	Theatre PM/GT	H Theatre LK	H Theatre PA	H PI Clinic		H Theatre PM/GT
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#### Cleft Team

Director of Cleft Services:	Loshan Kangesu
Service Manager	Sarah Metson, (OM,GOSH)
Surgeon-Oral and Maxillofacial Surgery	Peter Ayliffe , Caroline Mills
Surgeons-Plastic Surgery	Guy Thorburn , Paul Morris Loshan Kangesu
Surgeon-ENT:	Lesley Cochrane, Laura Harding
Audiological physician:	Raouf Chorbachi
Audit and database manager:	David Searl
Clinical nurse specialists:	Julie Hughes, Mel Lindup, Jill Bailey
Office Manager	Louise Conn
Co-ordinators:	Katarzyna Gai, Karen Wilson
Geneticist:	Melissa Lees
Orthodontist:	Norman Hay, Brijesh Patel
Paediatric dentist:	Carol Mason
Paediatricians:	Roshni Gohil, Jane Valente, Imke Meyer Parsonson
Photographer:	John Volcano
Psychologist:	Daniela Hearst, Jo Shearer, Lizzy McDowell
Restorative dentist:	Vacant Post

Secretaries	Melanie Stevens, Diane Stretch, Bonnie Parker
Speech & language therapists:	Debbie Sell, Marie Pinkstone, Anne Mayne, Alex Forsyth, Natalie Pancewicz

### **Clinical Leads**

The Director of the Cleft Service for the North Thames Clinical Network is Mr Loshan Kangesu. At GOS the cleft team is within the Surgery and Theatres Directorate and is led by Dr Elizabeth Jackson, Consultant Anaesthetist. At Mid Essex, the cleft team is within St Andrews Centre for Plastic Surgery and the clinical director is Miss Alison Shaw, Consultant Plastic Surgeon.

### **GOSH Plastic Surgery - The Staffing Structure**

#### ***Consultants***

Mr Neil Bulstrode (Lead clinician, plastic surgery)

Mr Loshan Kangesu

Mr Paul Morris

Mr Guy Thorburn

Mr B. Sommerlad (retired)

Mr David Dunaway

Miss Gill Smith

Mr Jonathan Britto

Mr Bran Sivakumar

#### ***Junior Staff***

Specialist Registrar - Plastic Surgery x 2

Hand Surgery Fellow

Craniofacial Fellow

Cleft Lip & Palate Fellow

SHO x 2

#### **Oral and Maxillofacial Surgery**

Consultant Mr Peter Ayliffe

Junior Staff Visiting SpR from UCL

Visiting SpR from UCL

The postholder is required to attend the out-patient clinics and to help in the management of private in-patients.

#### **Training**

There is an induction programme for junior staff. Clinical Training will be regarded as a priority.

This is a Postgraduate Teaching Hospital. A significant number of medical students, Postgraduate Registrars in training and Senior Clinical Fellows are attached for varying periods of time for advanced teaching.

There will be up to three hours teaching time per week. There are two one-hour sessions, one on a Tuesday lunchtime for a regular postgraduate teaching programme and one on a Wednesday lunchtime which takes the form of a clinical case presentation for the whole hospital (however the cleft fellow is usually in Essex on this day). The third hour is specialty specific. There is a bleep ban operating during these sessions. The postholder is expected to discuss with the supervisor time each week for research/study.

At GOSH, there is departmental teaching every Thursday lunchtime. In addition, the postholder will be expected to cover a structured Cleft syllabus through regular tutorials and literature reviews. The majority of these will take place with the 3 primary cleft surgeons, but some topics will involve other members of the wider cleft team in order to maximise training benefit.

There will be regular scheduled meetings with the educational supervisor in order to assess progress, operative exposure and gradual completion of the cleft syllabus. It is expected that all employees will take part in the regular teaching activities held throughout the hospital and ICH as part of their work while employed by the Trust.

### **Research**

The postholder will be encouraged to involve themselves in any aspects of research within the unit, and to take an active role within GOSTAR (the Great Ormond Street St Andrews Research Group).

There is training available in computer literacy, database management and statistics. Great Ormond Street Hospital and the Institute of Child Health have their own dedicated computer departments and regular courses are held.

### **Library Facilities**

The main library for hospital staff is located with the Institute of Child Health and provides good accommodation for quiet undisturbed study. The full range of paediatric journals are available and access is available 18 hours per day including weekends.

The Warner Library at Broomfield Hospital also has excellent librarian support and access to a wide range of maxillofacial and plastic surgery texts and journals.

### **Leave**

Applications for Study Leave must be supported by your supervising consultant, signed by the Rota-Co-Ordinator and submitted to the Post Graduate Medical Education Office, on the appropriate form, no later than 6 weeks before the proposed period of leave. Annual leave requests must be made 6 weeks in advance, on the appropriate forms, and returned to the Rota-Co-Ordinator.

### **Out of Hours**

The standard working week is 40 hours. Your rota is a 1 in 5, non resident, on call at GOSH, with prospective cover. You are not on-call at St Andrews. The Trust is constantly monitoring all junior doctor rotas in order to achieve New Deal targets and the European Working Time Directive. The Trust will continue to monitor the compliance on a regular 6 monthly basis and will introduce

changes should this prove necessary. Should a change be contemplated just prior or during the time you are a member of the rota, you will be consulted about this.

### **Further Information**

You will be required to have the appropriate pre-employment checks including GMC Registration by the start date of your appointment.

Please be advised that there is an expectation by the Trust that the successful candidate will start on the specified start date and that the appointee do all that is possible to facilitate this happening.

## **Mid Essex Hospitals NHS Trust - St Andrew's Centre for Plastic Surgery and Burns**

The St Andrew's Centre for Plastic Surgery and Burns moved to purpose built premises at Broomfield Hospital, Chelmsford in April 1998 and is the largest service in the British Isles in terms of both patients treated and numbers of Consultant posts.

The Regional Plastic Surgery and Burns Centre was established at St Andrew's Hospital, Billericay in 1973. It was relocated in April 1998 into Broomfield Hospital, Chelmsford. The new purpose built development on the Broomfield Hospital site houses the Plastic Surgery and Burns Unit and the Orthopaedic Department originally from Black Notley Hospital.

The Plastic Surgery and Burns unit is a separate clinical directorate, within Mid Essex Hospital Services Trust. There is a Clinical Director, Miss Alison Shaw and a management team including a general manager, business manager and matron.

### **Profile of the Hospital**

#### **1. Geographical location**

The St Andrew's Centre is situated in Broomfield Hospital about 3 miles north of Chelmsford, the expanding county town of Essex and central within the county. The extensive hospital site is surrounded by open countryside and there is good access to all parts of the region. There are excellent road and rail links with London Liverpool Street station being about 35 minutes journey time from Chelmsford station. There are many pleasant residential areas and rural villages within easy reach of the hospital. There are attractive houses, excellent schools and unspoilt countryside close by. The state grammar schools for both boys and girls are regularly in the top echelon of the league tables. Local shopping facilities are good and there are opportunities for a variety of sporting activities, including sailing, golf and flying.

#### **2. Catchment area**

Patients are referred to the St Andrews Centre from all parts of the East and South London and the Eastern Region, and South East Region and beyond. Most Health Authorities have contracts with the Centre, although the majority of patients come from nearby districts. The population served is approximately 4 million.

#### **3. Description of the Hospital**

##### ***Broomfield Hospital***

Broomfield Hospital is the main District General Hospital for Mid Essex Hospital Services NHS Trust. Most acute specialities are already on site including Accident and Emergency, Orthopaedics, General Surgery, Paediatric Surgery, General Medicine, Nephrology and ITU and Maxillo-facial Surgery. In patient ENT/Oral and Maxillofacial Surgery and Head and Neck Cancer services for Essex was centralised to Broomfield Hospital in 2008.

### **St Andrew's Centre**

The concept of the new unit is that of a supra-regional unit within a hospital to retain the centre for clinical excellence whilst fully supporting and encouraging the joint working of clinical specialities. Within plastic surgery, individual development plans exist for the sub-specialisms of cleft lip and palate, burns, hands and reconstructive surgery.

The St Andrew's Centre comprises 3 plastic surgery wards, one paediatric surgical ward (shared with the rest of Broomfield Hospital) and has been the Regional Centre since 1973. There are designated inpatient/daycase plastic surgery theatres run as a separate concern within the main hospital block. The theatres, along with the reception and recovery areas, are fully equipped with high quality equipment. There is also a separate local anaesthetic day case unit with an integral theatre in the Outpatient department.

The purpose built Burns Unit was opened in 1998. There are 20 beds, comprising 4 large ITU rooms and 4 HDU rooms with 12 non-acute beds for patients, which incorporate rooms specifically designed for children. This means that patients (both adult and children) will not need to be transferred to other wards for rehabilitation. There is an integral operating theatre with anaesthetic room and recovery area, a purpose built admissions room, and laboratories for clinical investigation and research purposes including skin culture and support areas. The unit is fully equipped to the highest standard for the Critical Care of all types and ages of burned patients.

Adjacent to the unit is a specialist Burns Outpatient facility, where small burns can be assessed and treated and where patients can be brought back to hospital for dressing changes.

There are dedicated support services within St Andrew's including Physiotherapy, Occupational Therapy, Psychology, Speech Therapy and Prosthetics and Pain Service. There is access to all other services in Broomfield Hospital, including Medical Photography, the District Postgraduate Medical Centre and the District Library Service.

### **Capacity**

Plastic Surgery Beds	Adult	72
	Paediatric	10
Burns Beds (inc. HDU / ITU)	Adult / Child	20
Theatres	Main	5
	Outpatient	1
	Day Stay Unit	3

	Burns	1
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#### Consultants

Miss K Tzafetta	Mr V Ramakrishnan	Mr P Dziewulski
Miss M Sirotokaova	Mr D Elliot	Mr N El-Muttardi
Mr F Iwuagwu	Mr M Sood	Mr L Kangesu
Mr O Shelly	Mr M Tare	Mr N S Niranjana
Ms A Shaw (Clinical Director)	Mr B Philp	Mr M Griffiths
Mr P Morris	Mr G Thorburn	Mr M Banwell

Interested applicants should call Mr Thorburn or Mr Morris (02078 297922 / 01245 516118) or Mr Kangesu (0207 829 7922 / 01245 516229) and the current post holder.

## London - South Thames

## Guy's & St Thomas NHS Foundation Trust

### Organisational Values

- **Put patients first** - consider the patient's needs and wishes in all that they do
- **Take pride in what they do** – strive for highest standards on own work and challenge colleagues to do the same
- **Strive to be the best** – in terms of patient care & teamwork
- **Act with integrity** - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Respect others** – patients, visitors and colleagues. Actively give and receive

feedback .

Guy's and St Thomas' is one of the largest hospital trusts in the country, with around 13,000 staff; an annual turnover of more than £1.2 billion; and 2 million patient contacts a year. Our hospitals have a long and proud history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. We continue to build on these traditions and have a reputation for clinical, teaching and research excellence.

We provide a full range of hospital services for our local communities and from April 2011 – have integrated community services in Lambeth and Southwark into the Trust. We also provide specialist services for patients from further afield, including cancer, cardiac, kidney, women's and orthopaedic services, and we are home to the Evelina Children's Hospital.

See [www.guysandstthomas.nhs.uk](http://www.guysandstthomas.nhs.uk). As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends. We also have a positive approach to corporate social responsibility and are keen to engage our staff in an agenda that ranges from promoting environmental sustainability to the creation of local employment opportunities.

We are part of King's Health Partners Academic Health Sciences Centre (AHSC), a pioneering collaboration between one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts. Our AHSC is one of only five in the UK and consists of King's College London and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts.

Across the AHSC we see around 3 million patients a year; have 30,000 staff; 20,000 students; and a combined annual turnover of £2.6 billion. Our AHSC brings together the best of basic and translational research, clinical excellence and world-class teaching to deliver groundbreaking advances in physical and mental healthcare. See [www.kingshealthpartners.org](http://www.kingshealthpartners.org)

## Department Information

This is a replacement post arising from the previous holder leaving trust at the end their tenure. This is a non-training grade post designed for surgeons who have completed their training but would like the opportunity to extend their surgical experience in cleft before taking up a consultant post. Applicants must have the third part FRCS or equivalent, and preferably hold their CCT. The post is for 12 months with possibility for extension at the end of this term. This post holder will be encouraged to participate in on-call rota for their primary speciality, if available.

There is an ongoing need for this post in the South Thames Cleft Service as we are a growing service but we offer this post for limited duration to one post holder as it offers a range of experience and we wish to give this opportunity to other candidates who may be interested. This is a good opportunity to join a dynamic, enthusiastic and forward thinking team. The South Thames Cleft Service provides both out patient and in-patient services at GSTT over two sites at Guy's Hospital and Evelina Children's Hospital and out patient services in outreach clinics across

the South East of England specifically: East Grinstead, Brighton, Worthing, Medway, Canterbury, Guildford. This is the regional centre for Cleft Surgery for South Thames serving a population of 7 million. Approximately 130 new babies with Clefts are referred annually, in addition to older patients and those with Velopharyngeal deficiency (VPD)

The department is currently involved in many exciting initiatives and we are looking for an individual with appropriate skills to complement this team and help keep the service in the forefront of clinical and academic excellence. Please also note that the post holder may be expected to commit to Saturday operating sessions in lieu of a working week day. This is to curb the growth of waiting list and to achieve the Trust's 18weeks target.

The post holder will be a full member of the team, partaking in ward rounds, main theatre, and out patients.

This is an excellent opportunity to join a first class team in an active and progressive central London teaching hospital environment.

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

## Organisational Values:

Our values and behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

### **Main place of employment:**

The post will be based at both the sites. However, it is a requirement of your employment that you be prepared to work at any additional or different location owned or served by the trust, either on an on-going or temporary basis according to the demands of the service.

### **Job Summary:**

The post is available for one year.

The post holder will be a full member of the team, partaking in all ward rounds. You will be attached to different surgeons for different commitment ensuring there is a full range activity in job. You are also encouraged to attend outreach clinics where appropriate. The post holder will be exposed to the full range of Cleft Surgery and other treatments in both the outpatient and inpatient settings. The post will offer opportunities to develop skills in multidisciplinary management of Cleft patients. A large number of multidisciplinary clinics take place at St. Thomas hospital and also at outreach clinics throughout the region. Supervision will be provided by a Consultant at most times, although it is expected that the trainee will be able to make independent decisions on what are often complex problems

It is anticipated that the trainee will undertake at least one high quality audit or research project during their time in the post..

All working patterns are under continuous review in line with the New Deal regulations.

Study leave may be granted for at the discretion of the Clinical Director. The Department is active in audit, and you will be actively involved as part of your training. There are monthly half-day pan trust audit sessions and departmental audit meetings, at which candidates are encouraged to be actively involved.

Within the Department you will be able to obtain advice and training in subjects including; management principles and skills, communication skills, computer skills, writing papers and the place of research and higher degrees in training for a clinical career.

All working patterns are under continuous review in line with New Deal guidelines.

## **Duties and responsibilities:**

### **Clinical:**

The post holder will, together with colleagues, be responsible for the provision of Cleft surgery services to the Guy's & St Thomas' NHS Foundation Trust to include:

(a) Diagnosis and treatment of patients of the trust in such hospitals, health centres or clinics or other premises as required.

(b) Continuing clinical responsibility for the patients in your charge, allowing for all proper delegation to, and training of, your staff.

### **Training of junior staff:**

The postholder will take responsibility for the training and direction of junior staff allocated to him/her under aegis of the training plan

Currently there are no staff allocated to this post holder however we do have junior staff from other hospitals or from within the hospital who wish to spend time in the service as a part of their teaching/training.

### **Teaching:**

The post holder will be expected to contribute as appropriate in the teaching of undergraduate and postgraduate students.

### **Clinical Governance:**

All medical and dental staff are expected to take part in clinical governance activity, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution in these areas and their audit of their own clinical work as part of their appraisal.

## **Mutual Obligation to Monitor Hours:**

There is a contractual obligation on employers to monitor working hours through robust local monitoring arrangements supported by national guidance, and on individual doctors to co-operate with those monitoring arrangements.

### **Monthly Review**

The successful appointee will meet with their Supervisor to assess their continued needs and to monitor their experience. The appointee will be expected to keep an up-to-date record of their competencies and a log book. The post holder is required to follow Trust policies and procedures which are regularly updated including:

#### **European Working Time Directive (EWTD):**

All posts and working patterns are under constant review in line with EWTD guidelines

#### **Educational Programme:**

Neither the London Deanery nor the Royal College of Surgeons accredits this post for postgraduate training. However the postholder will be expected to attend and contribute to educational activities e.g. departmental meetings, x-ray meetings, pathology meetings, multidisciplinary meetings, journal clubs etc.

#### **Appraisal:**

All medical and dental staff are required to undertake appraisal.

#### **Confidentiality / Data Protection / Freedom of Information:**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

#### **Equal Opportunities:**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

#### **Health and Safety:**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

#### **Infection Control:**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

#### **Risk Management:**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

#### **Safeguarding children and vulnerable adults:**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

#### **Sustainability:**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

#### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

#### **Smoking Policy:**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

#### **Study Leave:**

Study Leave will be granted at the discretion of the Clinical Lead.

Funding for CPD will be equivalent to that of the appropriate Training post.

#### **Review of this Job Description:**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

#### **Terms and Conditions of Employment:**

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

#### **Other:**

The list of duties and responsibilities given above is not an exhaustive list and you may be asked to undertake other duties in line with the overall purpose and nature of the post as may be required from time to time.

This job description reflects core activities of a post at a particular time. The trust expects that all staff will recognise this and adopt a flexible approach to work.

All staff are expected to contribute to the smooth running of their clinical service as required; in particular, to comply with the policies and procedures, Standing Orders and Financial Regulations of the trust

## Proposed timetable

### Cleft Fellow

#### Proposed Timetable – Sep'2012

The provisional timetable is as follows, and subject to change as per service needs

Day	AM	PM
Monday	Theatre Session (ECH)  Or MDT clinic	Theatre Session (ECH)  Audit and Research meeting <b>4<sup>th</sup> Monday only</b>
Tuesday	Theatre Session  <b>2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</b> Or MDT clinic	Theatre Session (ECH/Guys) <b>2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesdays</b> Or MDT clinic
Wednesday	VPI Clinic (all weeks)  Or Adult operating list ( wk1 and Wk3)	VPI Clinic (all weeks)  Or Adult operating list ( wk1 and Wk3)
Thursday	Theatre Session	Theatre Session (ECH/Guy's)

	(ECH/Guy's)	
Friday	MDT clinic at STH or Outreach clinic  Operating list at Guys ( Wk1, Friday)	MDT clinic at STH or Outreach clinic  Operating list at Guys ( Wk1, Friday)

**Out of hours commitment:** The post holder will participate in on-call rota. There is no separate on-call rota for Cleft surgery. The candidates are encouraged to join on-call rota at Kings College hospital or Plastic surgery rota as applicable. The post holder will provide some weekend post-operative on -call cover.

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## West Midlands Cleft Lip and Palate Service

### Hospitals: Birmingham Children's Hospital NHS Foundation Trust

University Hospitals Birmingham NHS Foundation Trust

### West Midlands Cleft Team

Miss R Slator	Consultant Plastic Surgeon, Clinical Director
Mr B Richard	Consultant Plastic Surgeon
Mr I Sharp	Consultant Maxillofacial Surgeon
Miss P Rorison	Consultant Plastic Surgeon
Mrs A Jeremy	Lead Speech and Language Therapist
Miss L Cafferky	Senior Speech and Language Therapist
Mrs I Underwood	Speech and Language Therapist

Miss B Fitzpatrick      Speech and Language therapist

Mr B East      Speech and Language Therapist

Ms M Jones      Lead Specialist Nurse

Ms J Tomlinson      Specialist Nurse

Mrs P Lynch      Specialist Nurse

Mrs J Hall      Specialist Nurse

Mr M Hammond      Consultant Orthodontist

Mr L Enocson      Consultant Orthodontist

Mrs V Clark      Consultant Paediatric Dentist

Mrs C Wood      Lead Audiologist

Mr M Kuo      Consultant ENT Surgeon

Dr J Morton      Consultant Clinical Geneticist

Mr A Summerwill      Consultant Restorative Dentist (adults)

Ms Y Searle      Consultant Clinical Psychologist (adults)

Dr R Hodgetts      Consultant Clinical Psychologist (children)

Mrs S David      Cleft Coordinator

Mr A Levine      Cleft Information Manager

Mrs M Bridgens      Cleft Support Officer

#### Intermediate grade staff

At Birmingham Children's Hospital the cleft service is supported mainly by 4 SpRs in plastic surgery and 4 Trust Grade or Associate Specialists, on a hybrid partial shift. Mr Sharp is supported by SpRs in maxillofacial surgery from the University Hospital. There may be the possibility to participate in the on call rota in the candidate's parent specialty, but this is not guaranteed.

At the University Hospitals Birmingham the cleft service is supported by both maxillofacial and plastic surgery SpRs.

Management staff

Birmingham Children's Hospital

Cleft Services are in Directorate 4

Clinical Director	Mr Tony Lander
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Clinical Services Manager	Mrs Lorraine Cliff
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University Hospitals Birmingham

Cleft Services are in Division 2

Divisional Director	Dr Nick Murphy
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Divisional Director of Operations	Mr Andrew Mckirgan
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### Summary of Post

The successful applicant will join a large and well established cleft team providing a service for the West Midlands that continues to develop. She/he will be based at the Children's Hospital, but will be part of a team caring for patients with clefts of the lip and/or palate of all ages and will therefore be required to attend the Queen Elizabeth Hospital also. The appointee will spend time with Miss Rorison, Miss Slator, Mr Richard and Mr Sharp. S/he will be expected to take an active part in multidisciplinary clinics and team meetings discussing and planning management of patients. S/he will be exposed to and expected to develop surgical skills in the full range of cleft surgery. There will be an on call commitment in the appointee's home specialty where this is appropriate and can be arranged.

There is close liaison with all the disciplines involved in cleft care and the appointee will also be expected to become familiar with and understand the principles of all aspects of cleft care.

Candidates should be undertaking training eligible for the award of a CCT and be eligible to sit the Intercollegiate Examination in their parent specialty. The successful applicant must have passed the examination prior to taking up the post. This post has been approved by the Training Interface Group in Cleft Lip and Palate Surgery. Candidates can come from any of the parent specialties approved by the training interface group (ENT, Maxillo-facial Surgery or Plastic Surgery).

### The Cleft Service

The West Midlands Regional Cleft Service was designated in April 2000. It is a twin site service with paediatric facilities at Birmingham Children's Hospital (BCH) and adult facilities at The

Queen Elizabeth Hospital, University Hospitals Birmingham. The service covers all of the West Midlands Region with a population of ~ 5.5 million and has a referral rate of ~130 new babies per year. We also care for adults of all ages with problems relating to their cleft lip and palate and patients with non cleft velopharyngeal speech problems. These patients amount to >100 additional referrals to the service each year. ~40 of these patients present with speech problems of whom ~30-35 will have velopharyngeal incompetence.

A multidisciplinary cleft service has existed at BCH for 25 years. The Regional Service developed as a result of the national reorganisation of cleft services, and in accordance with the CSAG recommendations (1998) and guidance issued by the Cleft Implementation Group. The current service provides a wide range of specialist care and has developed close links with the locally provided aspects of cleft care. Further development is ongoing to provide a fully comprehensive service to all children and adults with clefts of the lip and/or palate in the West Midlands with fully audited outcome.

Children are currently admitted to three surgical wards (wards 5, 9 and the neonatal surgical unit) in the Children's Hospital according to their age and the reason for their admission. There is a PICU on site.

A large multidisciplinary paediatric clinic occurs in the main outpatient department at BCH which includes all disciplines. Children are invited to this clinic as infrequently as possible but are expected to see all relevant disciplines during those visits to prevent families travelling long distances frequently and to reduce disruption to the child's education as much as possible. Where ever possible speech therapy, orthodontic, dental and ENT treatment is carried out locally within the district services. Networks are being built up across the region in each discipline to facilitate local care. Responsibility for outcome remains with the lead team and audit records are collected by and archived by the lead team.

An all day multidisciplinary adult clinic is held each month in the maxillofacial department at the Queen Elizabeth Hospital. This is attended by the cleft surgeons, a speech therapist, psychologists, orthodontist, restorative dentist and the cleft service manager. There are 2 all day operating theatre lists each month for adult patients which are shared by the cleft surgeons. Patients are admitted to ward W409 at The Queen Elizabeth Hospital. This ward also admits patients having ENT and Maxillofacial procedures. The numbers of patients attending the adult clinic continues to rise.

Specialty and multidisciplinary team meetings are held monthly.

Facilities

Photographs are recorded digitally at both BCH and UHB, and x-rays are recorded digitally at BCH. A 3D photography system is available. Palate investigations for both children and adults are carried out at BCH. New digital recording facilities for nasendoscopy are up and running. Dolphin software is available at both sites. The operating microscope is used regularly at BCH and has facilities for digital video recording.

The West Midlands service runs a database with > 2000 active patients. The team have a regular record of audit and clinical research with presentations to the Craniofacial Society Conference and publications. We participate in multicentre audit both at the Craniofacial Conference and as part of the well established tri-centre audit group of the S West S Wales, the Spires and the West Midlands Cleft Centres. The Cleft Fellow will be expected to actively participate in and contribute to audit and research. There is a new research facility being set up at BCH called the Birmingham Institute for Paediatric Plastic Surgery (BIPPS) and you may be able to contribute to ongoing projects within its auspices.

The West Midlands team are participating in multicentre research as part of the international Timing of Cleft Palate Surgery RCT and national Cleft Collective cohort and genetic study projects. With our respiratory colleagues we are also planning a research project designed to improve the assessment and management of Pierre Robin Sequence.

The appointee will be expected to participate in the teaching both of trainees in the specialist area of the successful applicant and those in other specialties. Undergraduates from the University of Birmingham are regularly on site.

#### Job Plan

The opportunities for training are detailed below.

Following appointment a detailed rotating timetable will be drawn up to suit the appointee's particular requirements for training. In this timetable the Cleft Fellow will spend time in clinic and theatre with Mr Richard, Mr Sharp, Miss Rorison and Miss Slator in rotation. 2 sessions per week will be set aside for audit and research, and the Fellow will be expected to attend team meetings. Clinics and treatment sessions with all other disciplines in the team will also be timetabled so that during their training the Cleft Fellow will gain familiarity with the principles of management of all aspects of cleft care.

## **FURTHER INFORMATION AND VISITING**

Applicants requiring further information about this post are invited to contact:

Miss P Rorison 0121 333 8132 [patricia.rorison@bch.nhs.uk](mailto:patricia.rorison@bch.nhs.uk)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Palate investigation clinic $\frac{3}{4}$ (BR/RS)  $\frac{1}{2}$ BCH operating list (BR)  QE operating (IS)	BCH operating list (RS/PR)	BCH cleft clinic (PR/RS)	$\frac{1}{4}$ QE operating list (BR/PR)  $\frac{1}{4}$ QE OP (RS/IS/BR/PR)  $\frac{1}{2}$ BCH operating list (BR)	BCH operating list (IS/)
PM	$\frac{1}{2}$ BCH operating list (RS/BR)  QE operating (IS)	BCH operating list (RS/PR)	BCH cleft clinic (BR/IS/RS/PR)	$\frac{1}{4}$ QE operating list (RS/PR/BR)  $\frac{1}{4}$ QE OP (RS/IS/BR/PR)  $\frac{1}{2}$ BCH operating list (BR)	$\frac{1}{2}$ BCH operating (BR)  MDT

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# South Wales South West

## Managed Clinical Network for Cleft Lip and Palate

### Overview

This post is for specialist training in cleft lip and palate surgery for the last 2 years of CCT training based at Morriston (Swansea) and Frenchay (Bristol) Hospitals and covers all cleft care provided in the south west of England and south and mid Wales. It offers sub-specialist training in cleft lip and palate surgery. Candidates should have experience as a Specialist Registrar in Oral and Maxillofacial Surgery, Otolaryngology or Plastic Surgery, will hold the MRCS and be eligible to sit the intercollegiate exit examination or equivalent in their parent specialty at the time of interview. This post has been approved by the Training Interface Group in Cleft Lip and Palate Surgery. Candidates can come from either of the parent specialties approved by the training interface group (Maxillofacial or Plastic Surgery). Candidates applying from overseas should have equivalent experience and be eligible to take an exit exam in their parent specialty.

The placement offers training in a highly-regarded UK recognised cleft lip and palate network. The successful applicant will work closely with the cleft surgeons in theatre and outpatient clinics and with the wider cleft team. The successful applicant will be expected to participate in the research and teaching programs.

The Units accepts referrals from South Wales and the South West of England. Outreach Clinics take place in Cardiff (for South Wales) and Gloucester, Taunton, Torbay, Exeter, Plymouth and Truro (South West).

We treat 100+ new babies per annum and also have a significant caseload of children and adults with VPD (velopharyngeal dysfunction). We are one of 9 cleft centres in England and Wales (plus a centre in Scotland) approved for treating patients with cleft Lip and palate and VPD. WE host specialist clinics for children and adults with 22q11 deletion and well as regular nasendoscopy and videofluoroscopy speech investigation clinics.

We participate in Tricentre Audit, joining with West Midlands Centre and the Spires Centre. We meet annually to present our outcomes.

### Role of the Fellow

- To take an active role in cleft lip and palate surgery. To work closely and be supervised by: Mr Adrian Sugar, Mr Nigel Mercer, Mr David Drake, Mr Alistair Cobb, Mr Peter Revington in the management of patients referred to the South Wales (Swansea) and South West (Bristol) Network for cleft lip and palate and velopharyngeal dysfunction
- To participate in the wider multidisciplinary team by:
  - developing outpatient clinic skills
  - participating in medical audit, research and in continuing medical education.

### Arrangements for Leave

This is arranged by mutual agreement of Specialist Registrar and Consultant colleagues and approval of the Clinical Directors, Adrian Sugar (South Wales) and Liz Albery (South West) in accordance with standard Trust/NHS regulations. It is essential that six - eight weeks notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery. This includes all forms of leave.

### Study and Training

The applicant is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the appointee will be entitled to apply for a contribution to funding of this activity.

### Teaching and Postgraduate Education

The appointee will have responsibility for carrying out teaching

### Specialist registrars' weekly programme

(this will be somewhat flexible dependent upon the best training opportunities at the time and in consultation with the successful candidate)

	Hosp.	Activi ty	No./ mon th	Cons.	Hosp.	Activi ty	No./ mon th	Cons.
<i>When in Bristol</i>	<b>a.m.</b>				<b>p.m.</b>			
<b>Monday</b>	Bristol	Cleft Team	1	All	Bristol	Theat re	2	NSM
		Meeti ng			Bristol	Theat re	2	ARC
<b>Tuesday</b>	Bristol	Theat re	4	ARC	Bristol	OPD	2	SAD
					Bristol	OPD	2	DF
<b>Wednes day</b>	Bristol	Theat re	2	NSM	Bristol	Theat re	4	PJR
	Bristol	Theat re	2	PJR				
<b>Thursda y</b>	Bristol	OPD	2	NSM/A RC	Bristol	OPD	2	NSM/A RC
	Region al clinics	OPD	2	NSM/A RC	Region al clinics	OPD	2	NSM/A RC

					Bristol	OPD	1	PJR
<b>Friday</b>	Glos.	OPD	1	NSM				
<i>When in Swansea</i>	<b>a.m.</b>				<b>p.m.</b>			
<b>Monday</b>	Cardiff	OPD	2	DJD	Swans ea	MDT meeti ng	0.5	All
					Swans ea	OPD	1.5	All
					Swans ea	OPD	1	DJD
					Swans ea	OPD	1	AWS
<b>Tuesday</b>	Swans ea	Theat re	4	AWS	Swans ea	Theat re	4	AWS
<b>Wednes day</b>	Swans ea	OPD	3	DJD	Cardiff	OPD	1.5	All
	Swans ea	OPD	1	AWS	Swans ea	OPD	1	DJD
					Swans ea	OPD	1.5	DJD
<b>Thursda y</b>	Swans ea	Theat re	3	DJD	Swans ea	Theat re	4	DJD
	Cardiff	OPD	1	AWS				
<b>Friday</b>								

Plus ward rounds.

#### **Surgical and Non Surgical Staff of the Cleft Centre**

	Sessional commitment to cleft work at each site									
	A	B	C1	C2	D	E	F	G	H	I

[illegible]

	Sessional commitment to cleft work at each site									
	A	B	C1	C2	D	E	F	G	H	I
Smith, Amanda								Y	Y	
Stephenson, Pamela				Y						
Taylor, Helen				Y						
Lead ORL surgeon (audiology):										
Weiner, Graeme							0.5			
Davis, Sinead		0.5								
<b>NCCGs in cleft surgery:</b>										
<b>Specialist registrars</b> attached to the cleft surgery unit (other than the advanced trainee): enter no. of posts:		1								
<b>Senior house officers</b> attached to the cleft surgery unit; enter no. of posts:		1								
<b>Speech Therapist/s:</b>										
Albery, Liz (incl. 1 session for CD role)	8									
Barratt, Joanne	4	6								
Extence, Helen		6								
Hancock, Annabel	6									
Hoccom, Rhian		10								



	Sessional commitment to cleft work at each site									
	A	B	C1	C2	D	E	F	G	H	I
<b>Geneticist:</b>										
Procter, Annie				*						
Smithson, Sarah			*							
* Strong links, but no formal sessions										
<b>Paediatrician member of the cleft team:</b>										
Heller, Doug	1									
Scholler, Ingo		1								
Mansour, Maha		1								
<b>Other professionals involved:</b>										
Collard, Mechelle (Cons. in Paed. Dentistry)		5								
Franklin, Deborah (Cons. in Paed. Dentistry)	4									
Hooper, Alison (Ass. Sp., Paed. Audiology)	0.2									
Jerreat, Matthew (Cons. in Rest. Dentistry)						0.5				
King, Paul (Cons. in Rest. Dentistry) <i>Site J, 2</i>										
Rogers, Wynn (Cons. Paed. Anaesthetist)										

### Facilities at Morriston and Frenchay Hospitals

The Cleft Units admit patients to either the dedicated paediatric ward in its own area or for adults to the Maxillo-facial or Plastic Surgery wards.

There is access to NICU, PICU & ITU facilities.

The operating theatre is provided with a dedicated operating microscope for Cleft .

New Outpatient facilities are being built on site for Morriston Hospital to enable the full multidisciplinary team to see patients together. Outpatients at Frenchay Hospital are seen in the South West Cleft Unit.

The post is fully funded for salary, travelling and study leave.

**Further information and visiting**

Applicants requiring further information about this post are invited to contact:

Mr Adrian Sugar [adrian.sugar@wales.nhs.uk](mailto:adrian.sugar@wales.nhs.uk)

Mrs Liz Albery [liz.albery@nbt.nhs.uk](mailto:liz.albery@nbt.nhs.uk)