

JOB DESCRIPTION

JOB TITLE:	Senior Clinical Fellow – Honorary Lecturer in Oral & Maxillofacial Surgery																	
DIVISION:	SAS																	
SALARY BAND:	MN37 plus pay banding supplement																	
RESPONSIBLE TO:	Mr Shakib																	
ACCOUNTABLE TO:	Mr Shakib																	
HOURS PER WEEK:	1 WTE – 40hrs p/w																	
MANAGES:	Directly:	N/A																
	Indirectly:	N/A																
JOB SUMMARY:																		
<p>This position offers the successful candidate the opportunity to join an established department dealing with all aspects of Oral and Maxillofacial surgery.</p> <p>The department at Royal Free London consists of:</p> <ul style="list-style-type: none"> • 6 OMFS, 3 Orthodontics and 1 Restorative consultant. • 4 FY2, 2 DTC and 3 Trust Doctors (9 Junior trainees) • 2 STs in OMFS and orthodontics • 7 Specialty Doctors and Senior clinical Fellows in OMFS • Post MSc visiting Clinical Fellow • Staff Grade & Clinical assistant support in Orthodontics <p>Consultants</p> <table> <tr> <td>Mr. K Shakib</td> <td>Oral & Maxillofacial Surgeon</td> </tr> <tr> <td>Mr. W.Halfpenny</td> <td>Oral & Maxillofacial Surgeon</td> </tr> <tr> <td>Mr. J. Thiruchelvam</td> <td>Oral & Maxillofacial Surgeon</td> </tr> <tr> <td>Mr. K. Mitsimponas</td> <td>Oral & Maxillofacial Surgeon</td> </tr> <tr> <td>Mr. D. Komath</td> <td>Oral & Maxillofacial Surgeon</td> </tr> <tr> <td>Mr. Z Sadiq (Joint UCLH)</td> <td>Oral & Maxillofacial Surgeon</td> </tr> <tr> <td>Mrs. Z Sheriteh</td> <td>Orthodontics</td> </tr> <tr> <td>Ms P Mistry</td> <td>Orthodontics</td> </tr> </table>			Mr. K Shakib	Oral & Maxillofacial Surgeon	Mr. W.Halfpenny	Oral & Maxillofacial Surgeon	Mr. J. Thiruchelvam	Oral & Maxillofacial Surgeon	Mr. K. Mitsimponas	Oral & Maxillofacial Surgeon	Mr. D. Komath	Oral & Maxillofacial Surgeon	Mr. Z Sadiq (Joint UCLH)	Oral & Maxillofacial Surgeon	Mrs. Z Sheriteh	Orthodontics	Ms P Mistry	Orthodontics
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Date of the JD review: March 2017

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

1. CLINICAL RESPONSIBILITIES

- To assist the Consultant in the running of outpatient clinics. This will include the examination of new patients, and review patients and to carry out local anaesthetic surgical procedures under the direction of the Consultant.
- To carry out pre- and post- operative management of inpatients and day case patients.
- To attend operating sessions both in main theatres and the day case unit, to assist and operate under supervision.
- To see emergency patients referred by the Accident & Emergency department and other departments within the hospital.
- To support the junior trainees both in clinic and whilst on call.
- This role involves a 1:7 night and weekend middle grade non resident on-call cover based at Barnet Hospital but covering all sites managed by the Trust.

2. ACADEMIC RESPONSIBILITIES

- To manage weekly departmental teaching sessions. This involves invitation and planning of external speakers.
- To plan clinical or laboratory based research project under the supervision Mr Kaveh Shakib. The nature of the research project will be finalized and would be influenced by the interest of the applicant.
- To lecture to medical students, core trainees, external general dental and medical practitioners on relevant aspects of OMFS.
- To take part in undergraduate OSCE examinations for medical school.
- It would be advantages for the applicant to register and work towards a higher degree whilst in this post.

3. RESPONSIBILITY FOR PATIENTS

- The A&E Department is based at Barnet General Hospital and all emergency admissions under OMFS will be based at Barnet.
- The Clinical fellow accepts that they will also perform duties in emergencies and unforeseen circumstances at the request of other appropriate consultants. It has been agreed between the professions and the Department that while juniors accept that they will perform such duties, the Secretary of State stresses that additional commitments arising under the sub-section are exceptional and in particular that juniors should not be required to undertake work of this kind for

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- prolonged periods or on a regular basis
- Adult OMF Surgery is carried out at Chase Farm Hospital on a day-case or in-patient basis. The Ward and HDU for adult patients is shared with other surgical specialties.
- OMF Surgery both for day-cases and in-patients is carried out in a dedicated OMF Theatre within the main operating suite at Chase Farm Hospital. Paediatric OMF Surgery will be carried out at Barnet General Hospital.
- OMFS out-patient clinics are held both at Royal Free Hampstead, Chase Farm, Barnet General and Edgware Community Hospital Hospitals.

4. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- There is an active Postgraduate Medical Centre at both Hospitals where regular clinical meetings take place.
- Medical Audit meetings are held regularly and in which all clinicians are expected and encouraged to take an active part.
- There are OMFS departmental teaching sessions taking place every Friday afternoon at the Barnet site.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.

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- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child

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protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress. This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

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