



Recruitment Pack and Job Description
Consultant Orthodontist



DORCHESTER BREWERY

Brewery Square

Hello and Welcome

Thank you for your interest in our One Dorset Orthodontic Service. Our teams are here to deliver great care and high-quality services for all of our patients.

If you are looking for a consultant post in a dynamic department, in a beautiful part of the world, then we have a great opportunity for a consultant who would like a good work-life balance and great colleagues.

You will be based in Dorchester, but you will also have the opportunity to work in Bournemouth, helping to ensure that all of our patients in Dorset have access to high quality care.

We are a friendly department, focusing on patient centred care delivered with compassion. Although our case mix is complex, we support each other in planning care. We also have a good network of regional colleagues who we can ask for advice or even second opinions.

You will join two dedicated and enthusiastic consultants who place high value on their contribution to training and assessment at both regional and national levels. If you have an ambition to become an examiner, we can support you as we have experience as both Membership in Orthodontics (MOrth) and Intercollegiate Specialty Fellowship (ISFE) Examiners. We can also support your development as a trainer as one of our consultants is an Associate Postgraduate Dental Dean.

Our department is active in research, with strong connections to the University of Bristol and you will be fully supported in furthering any research interests you have.

As a smaller hospital, we have stronger and first-rate working relationships with our colleagues in maxfax, community dentistry, restorative dentistry and cleft services and we also have a proactive relationship with our Trust's executive team and commissioners.

We also have exceptional relationships with our referring specialist practitioners as we deliver secondary care services across Dorset and deliver complex care at the most appropriate location.

In joining us you will be part of and supported by a professional, committed and hard-working workforce with the patient at the heart of everything we do.

We wish you much success in your application and look forward to welcoming you.

If you reside outside of Dorset and join us in this role you will receive a Warm Welcome payment of £10,000 as a thank you for bringing your expertise and knowledge to our Trust in addition to the usual relocation expenses.

If you have been referred to this role by a current DCHFT employee (and you currently reside outside of Dorset) your friend can also receive a referral payment, make sure to include this at the start of your supporting information and include your friend's full name.

For more information, please email melanie.nutt@dchft.nhs.uk

The Locality

Dorset with its outstanding scenery and rugged coastline covers a large geographical area (670 square miles), characterised by several small towns, each with a distinct identity. The coastline is protected by World Heritage as a site of outstanding natural beauty.

Most people live in the south of the area in and around Weymouth, Portland and Dorchester and the remainder of the population lives in the centres of Lyme Regis, Bridport, Sherborne, Blandford, Sturminster Newton and Shaftesbury.

West Dorset is a prime holiday centre with the population doubling in the summer months since both the coastline and the countryside offer a wide range of interests for people to pursue.

There are excellent water sport facilities in Weymouth and Portland and it was the venue for the Olympics Water sports in 2012. Cultural, sporting and social events are hosted in the county all year round and there are transport links to London, Bristol and Europe.

Manufacturing, health, retail, education and hospitality are all big employers in Dorset.

Dorset has very good state schools at all levels, and there are several private schools in Dorchester, Sherborne, Blandford, Poole and Bournemouth.

The Trust

Dorset County Hospital sits at the heart of the community as the main provider of acute care to around 250,000 people in the west of Dorset.

With an annual budget of £256 million, we provide a full range of district general services, including an Emergency Department, Critical Care Unit and Maternity Unit, and links with satellite units in Dorset's community hospitals.

We also provide renal services for patients throughout Dorset and South Somerset, a total population of 850,000.

We were founded on our current site in the centre of the county town of Dorchester in 1987 and achieved Foundation Trust status in 2007.

Dorset County Hospital has around 380 beds, seven main theatres and two-day theatres, and has been designed with a major commitment to public art.

Our 3,500 staff come from a wide range of backgrounds, working across GP surgeries, schools, in residential homes and in people's own homes as well as DCH and the community hospitals.

We also work closely with our health and social care partners to ensure integrated services are provided to our population.

For many of our roles, we encourage and receive applications from people across the world and are proud to employ such a large and diverse workforce.



Our Joint strategy

In September 2024 we launched our joint strategy with Dorset HealthCare.

Our vision

Healthier lives, empowered citizens, thriving communities.

Our mission

To work in partnership to provide high quality, compassionate services and to nurture an environment where people can be at their best.

Our joint strategy

Working together, improving lives (joint strategy 2024-29).



We have published our first joint strategy for Dorset County Hospital and Dorset HealthCare. As federated NHS trusts working closely with our Dorset health and care system partners, we are setting out clear intentions and ambitions that we can achieve together.

We need to transform our services and the way we work to better meet the needs of Dorset people and communities now and for the future. Our ambition is to change out of hospital services across the whole health and care system. We need to do this to meet the challenges we face, along with the wider NHS, and to improve access to healthcare for local people.

Working closely with citizens and communities and putting their voice at the heart of all we do is vital to our success. We are looking to transform the way people manage their own health – empowered, supportive communities and innovative digital solutions will be two key elements to this change.

Our strategy is aligned to the national priorities for the NHS, as well as the ambitions set out in the Dorset Integrated Care Partnership's strategy Working Better Together. We believe strongly in the power of partnership and that we can achieve more together as two trusts, playing our part alongside partners in the wider health and care system.

Our vision, mission and objectives clearly reflect our renewed focus on improving population health, working in partnership, making the very best use of our resources and supporting, developing and retaining our people.

Central to this strategy is our commitment to inclusion and belonging and to ensuring that we address the inequalities we know exist in health outcomes for some communities and groups. We also recognise that as large organisations we can make a positive contribution to society, supporting our communities and our economy to thrive by adding **social value**.

Our objectives will guide us in achieving the strategic outcomes we set, underpinned by robust delivery plans and a structured approach to transforming and improving our services.

We will continue to evolve our approach and will keep the conversation going with our communities to ensure local people are at the heart of all we do.



Dorset County Hospital in numbers



250,000

people who receive
our health and care
services



75.2%

A&E patients seen
within 4 hours
(inc. Minor Injuries)



90+%

average satisfaction
on the Friends and
Family Test



3,500

staff



50,119

people in our
Emergency Department
in 2021/22



250,000

patients cared for
on our wards
(all discharges)



Rated

as one of the best
Trusts in the National
Inpatient Survey



£256m

annual income



'Good'

CQC rating



Why choose Dorset County Hospital's Orthodontic Department?



Digitally advanced



Active in research



Teamwork



Established training unit



Great facilities



Multidisciplinary working



Strong leadership and support



Good regional connections



What our team say about working for us



People are friendly here; it helps to have such a lovely environment – the landscape and coastline here is amazing



Friendly, teamwork and supportive



I feel valued and listened to



The Orthodontic Department work as a team. Everyone is friendly and respectful of each other, helpful and supportive



The team is hard working, professional and kind



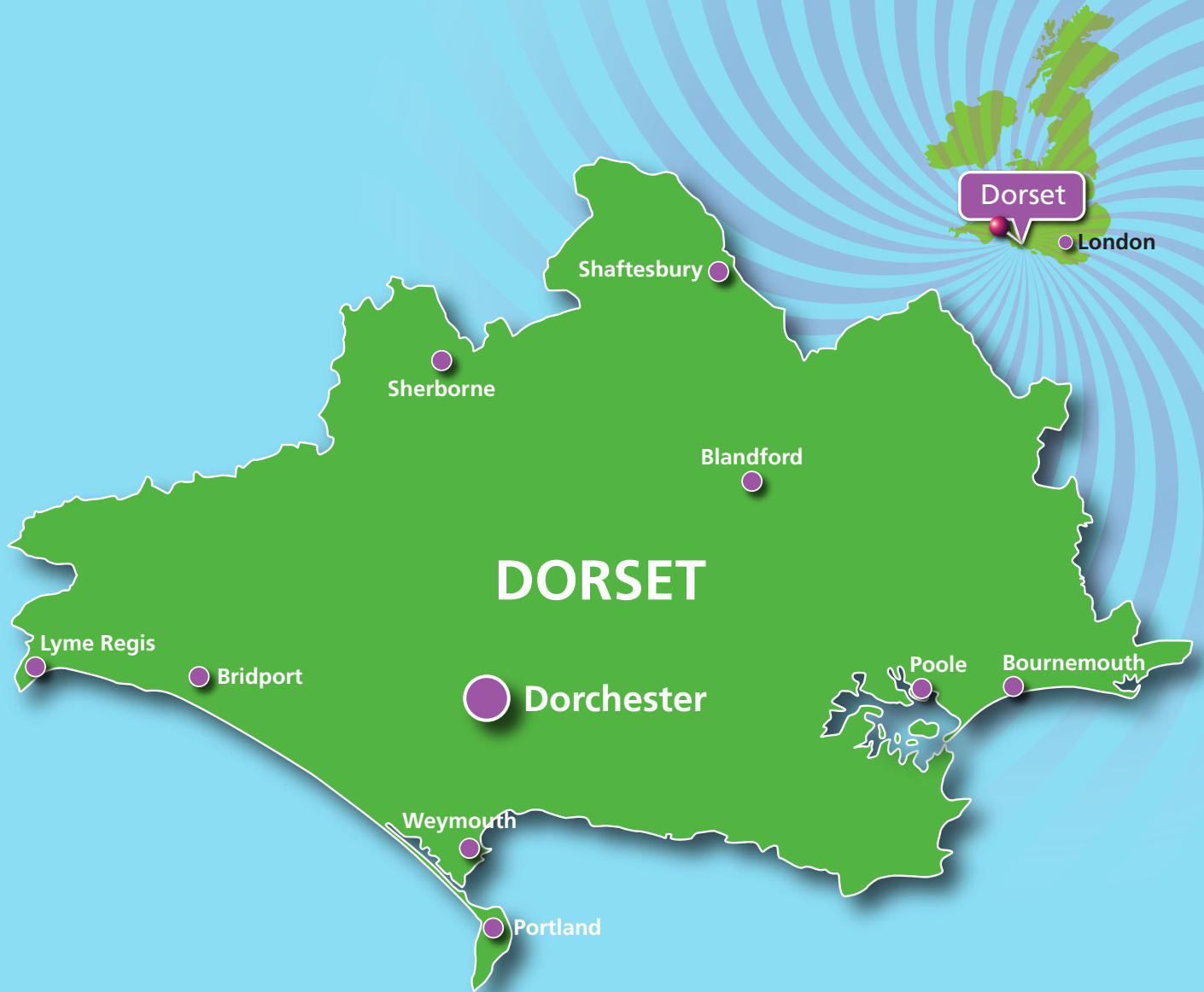
I work in a friendly, respectful and committed team





Maiden Castle

Where we are



Living in Dorset did you know..?

- Over half the county is designated as an Area of Outstanding Natural Beauty
- Natural features include Durdle Door, Pulpit Rock, Golden Cap, Lulworth Cove and Chesil Beach
- Dorset has nearly 100 miles of coastline with award winning golden sandy beaches at Bournemouth Sandbanks, Christchurch, Swanage, and Weymouth
- Poole, Portland, and Christchurch Harbors are great for a variety of water sports from kite surfing to paddle boarding
- Great links to motorways and public transport reaching towns and cities such as Bath, Bristol, Exeter, and London
- Access to international airports such as Bournemouth, Exeter, and Bristol
- A winning combination with some of the finest local produce and fresh seafood
- 93% of Dorset's schools have been rated good or outstanding by Ofsted
- The spectacular Jurassic Coast – the only natural World Heritage Site in England
- The relaxed pace of life in Dorset makes you forget that London is only a two- and half-hour drive away
- Host to the London 2012 Olympic and paralympic sailing events
- The county also boasts five county parks.

**Want to know the secret of a long and happy life?
It's official – live in Dorset.**

Today we are looking for a **Consultant Orthodontist**

Dorset County Hospital NHS Foundation Trust

We welcome your interest in this position and would love to talk to you further about what this position could mean for you.

We can offer you:

- An opportunity to deliver care to a broad and complex patient group
- A chance to improve your clinical and communication skills
- A chance to work with a large multidisciplinary team including therapists, hygienists, technicians, oral health educators and orthodontic nurses as well as colleagues in maxillofacial surgery and restorative dentistry.

We are a Trust that celebrates diversity, and we are committed to creating an inclusive environment for all employees. We would welcome applications from people in groups which are under-represented in our organisation.

You will:

- Treat patients with complex orthodontic needs
- Supervise multidisciplinary teams to deliver cleft, orthognathic and hypodontia care
- Deliver high quality, customer focused care.

You will have:

- Full GDC Registration
- An MSc or DDS or equivalent
- Entry on the GDC Specialist Register
- Successfully completed ISFE or shortly to sit the ISFE (must be within six months of interview).



Consultant Orthodontist

Job Description and Person Specification

Job title	Consultant Orthodontist
Department	Orthodontics
Professionally accountable to	Divisional Director – Audrey Ryan
Managerially accountable to	Divisional Manager – Stuart Coalwood
Base hospital	Dorset County Hospital

The Post

Introduction

This post is a full-time (10 session) consultant orthodontist post. The main base is Dorset County Hospital NHS Foundation Trust, Dorchester. The appointee will be required to work one to two days a week at The Royal Bournemouth Hospital (part of University Hospitals Dorset).

If the appointee elects to work a part time contract (minimum of seven sessions) there is a requirement to devote a larger proportion of their professional time to the duties of this post. Job shares will be considered. If such appointments are made, modification of the job description will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

Orthodontics at DCHFT: an overview

The Orthodontic Department is a purpose-built department with five individual surgeries all equipped with high quality Adec equipment.

All surgeries have computer access to the hospital intranet and departmental databases as well as Dolphin orthodontic planning software, including Aquarium.

All the usual additional features of study model box store, offices and waiting room facilities are all provided to the highest standard.

Dental radiographic facilities are provided by a satellite unit of our main X-Ray Department which is adjacent to the Orthodontic Department and has a digital OPT /CEPH machine. PACS is available throughout the hospital.

Photography is provided by six in house digital cameras.



We have two 3-Shape Trios intraoral scanners and the appropriate software for viewing and manipulating digital scans. In addition, we have three 3D printers that allow us to fully digitalize our workflow.

There is an on-site laboratory currently staffed by a laboratory manager, a specialist orthodontic technician and two apprentice dental technicians with all work undertaken in house to the highest standards.

The Orthodontic Department has a specialty trainee linked with NHSE WTE Southwest and the University of Bristol. The new Consultant will be expected to become involved in training both locally and regionally as required.

Joint Orthognathic services are run with the maxillofacial surgeons from Poole Hospital who deliver the surgical part of the Orthognathic pathway.

Cleft lip and palate care is provided by the spires cleft team at Odstock Hospital, Salisbury (Clinical Director: Mary Bussell Consultant Orthodontist). Dorset County Hospital is one of the spoke units where patients will have orthodontic, ENT and speech therapy services provided locally where appropriate.

Regular joint clinics are held with the Restorative Dentistry Consultant, Angharad Truman, who is based at Musgrove Park Hospital, Taunton. We also have links with Bristol Dental Hospital for restorative, paediatric dentistry and oral medicine support.

Services relevant to the Post

Maxillofacial Surgery

Maxillofacial services are provided on site and at our neighboring hospital University Hospitals Dorset (Poole).

Osteotomies are performed by Christine Lwin and Professor Ilankovan at University Hospitals Dorset (Poole).

Special Care Dentistry

The Local Special Care Dentistry Service is based within Dorset County Hospital and led by Mrs. L Hollingsworth.

We provide an advice service to the SCD team in planning care for children having permanent teeth extracted under general anaesthetic. Joint consultations are arranged as required.

Cleft Lip and Palate Service

Dorset County Hospital forms a Spoke Unit for the Spires Cleft Centre based on a twin site format between Oxford and Salisbury.

Restorative Dental Services

We are supported by Bristol Dental Hospital for restorative planning and treatments together with Musgrove Park Hospital, Taunton.



Secretarial support

The Orthodontic Department has full medical secretarial and admin support provided by an admin team leader, a medical secretary, and four receptionists / administrative assistants.

Consultant office space

Office accommodation is at a premium and it is likely that the appointee will have shared office accommodation with at least one other consultant orthodontist. The appointee will have their own PC with internet connection.

Orthodontic staff

Consultant Orthodontists:	Pamela Ellis Rebecca Bradley Vacancy	Full time 7 PA's 10 PA's
Specialty Trainee	Murray Irving	Full time
Specialty Doctor in Orthodontics:	Carmel O'Kane	4 PA's
Locally Employed Dentists	Ruwandi Weerasinghe Hiraa Javed Rania Obeid	
Trainee Orthodontic Therapist	Fae Hewitt	Full time
Hygienist	Josey Gifford	2 PA's
Oral Health Educator	Tracey Blackford	1 PA
Dental Nurses		5
Dental Technicians		4
Assistant Service Manger	Forrest Townsend	1
Admin Team Leader	Hazel Donoghue	1
Medical Secretary		1
Receptionist / Administrative Assistants		4

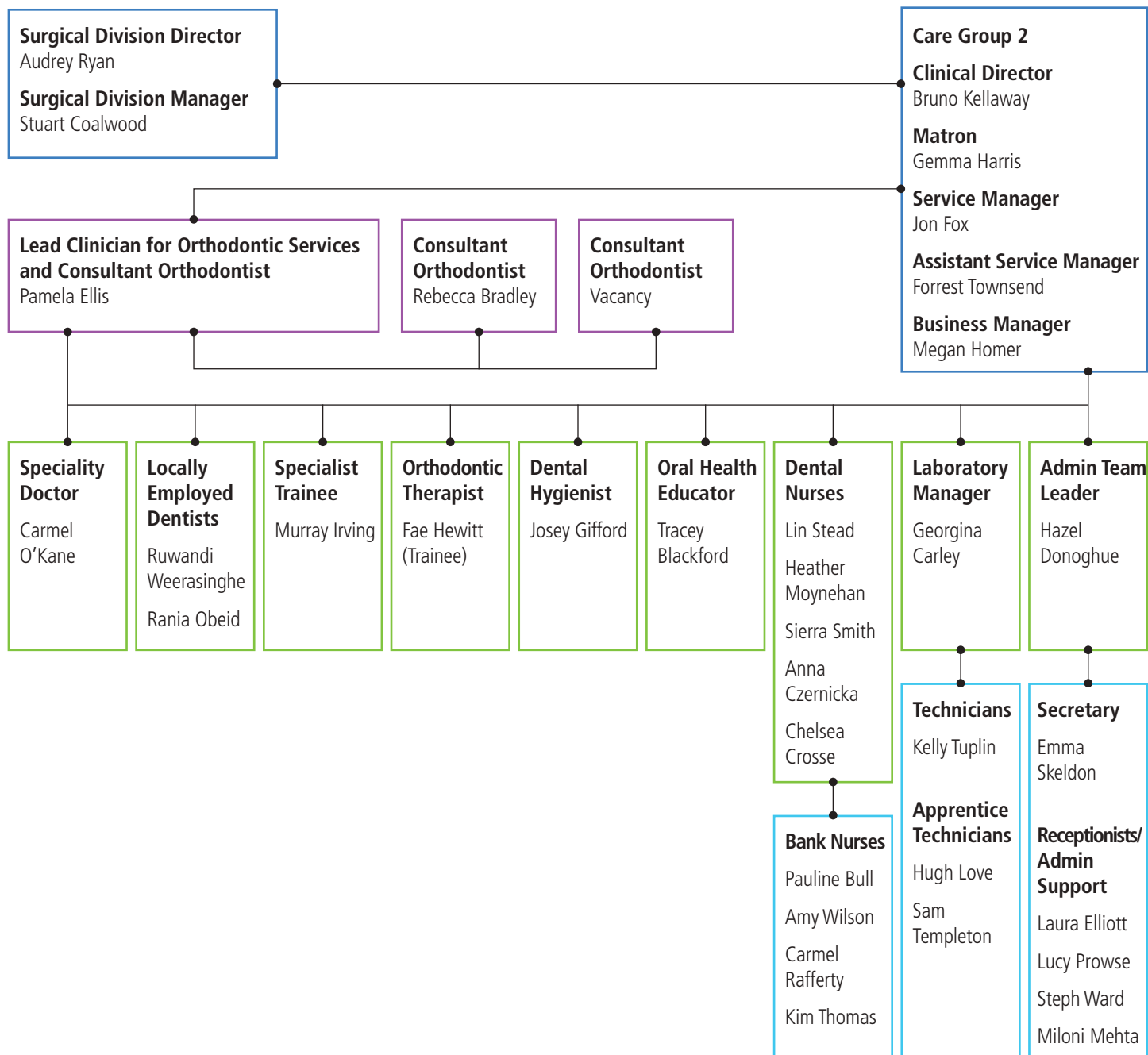


Family Services and Surgery Division

Care Group 2

Head and Neck and Specialist Medicine Directorate

Orthodontic Department



Duties of this Post

Title

Consultant Orthodontist at Dorset County Hospital NHS Foundation Trust.

Location

This post is based at Dorset County Hospital, Dorchester. The post holder will be required to undertake sessions at University Hospitals Dorset in Bournemouth and Poole.

Principle Duties of the Post

The configuration of responsibilities will be reviewed from time to time and the appointee will be expected to work with consultant colleagues to provide a reliable and expeditious service. The appointee, together with consultant colleagues, will be responsible for the provision of services.

The main duties of this new post will be:

- To provide orthodontic care for patients in west of Dorset with complex orthodontic needs (Level 3b) including:
 - Patients with significant skeletal discrepancies requiring combined orthodontics and orthognathic surgery
 - Patients who require orthodontics and complex oral surgery input (e.g. multiple impacted teeth)
 - Patients with complex restorative problems requiring secondary care input in a multidisciplinary environment
 - Patients with complex medical issues, including psychological concerns, which require close liaison with medical personnel locally
 - Patients with medical, developmental or social problems
 - Patients with cleft lip and palate deformities.
- To provide second opinions for concerned patients at the request of specialist orthodontic practitioners, dental or medical practitioners, and consultant dental and medical colleagues
- To provide advice to the special care dentistry team in the management of children having extraction of adult teeth under general anaesthetic
- To provide clinical supervision of our specialist trainee and orthodontic therapist
- To actively contribute to the development of high-quality orthodontic services in the west of Dorset and be a member of the Managed Clinical Network (MCN)
- To liaise closely with specialist orthodontic practitioners working within primary care
- To be a clinical supervisor for the specialist trainee.



- To be involved in the education and training for all departmental staff
- To take over as lead local orthodontist for the care of all patients with cleft lip and palate deformity in west of Dorset, liaising with the Spires Cleft Centre in Salisbury and Oxford
- To participate in continuing professional development and education
- To join all the departmental staff in regular clinical governance.

Departmental Teaching and Training

It is expected that you will be a clinical supervisor for the specialty trainee and support will be given in training for this role. You will participate in regular tutorials with the trainee.

In addition you will contribute to the training and teaching of all departmental staff, including therapists, technicians, nurses, admin staff and other hospital staff as appropriate.

Departmental Clinical Governance

You will contribute to the department's rolling Clinic Governance / Audit programme. Medical and dental staff must complete all elements of their annual statutory and mandatory (essential skills) training.

Division of Work and Job Planning

Job planning is subject to annual review. Job plan review is carried out with the clinical lead. Any concerns around job planning or professional accountability are mediated by the divisional director. The consultant orthodontist job plan is on page nine. A formal job plan will be agreed with the clinical director within three months from the commencement date.

This new consultant appointment will be offered 8.5 PA (programmed activity) of DCC (direct clinical care), 1.5 PA of supporting professional activity (SPA). These figures are an average per week. There may be provision for any additional non-clinical responsibilities taken on by the appointee and subject to consultant interest and benefit to the Trust. The proportion of SPA can be adjusted by mutual agreement.

Consultant Job Plan

The anticipated fixed weekly programmed activities of the new appointee are 8.5. The current number of PAs for supporting professional activities is 1.5 per full time consultant. In addition this post holder will take on the responsibilities of departmental audit lead, cleft lip and palate lead and will provide clinical supervision sessions for our specialty trainee.

The consultant will be expected to work one to two days at Bournemouth Hospital (dependent on whether appointed as full or part time). The timetabling for this will be confirmed with the consultant upon appointment.



Job Plan Template

Day	Type of work	Time	Hospital/ Location	Direct Clinical Care PA's (DCC)	Supporting Professional Activity PA's (SPA)
Monday	Patient Admin	8.30am - 9.00am	DCH/UHD	0.125	
	Treatment Clinic	9.00am - 1.00pm	DCH/UHD	1	
	Treatment Clinic	1.30pm - 5.30pm	DCH/UHD	1	
Tuesday	Patient Admin	8.30am - 9.00am	DCH/UHD	0.125	
	NC Clinic	9.00am - 1.00pm	DCH/UHD	1	
	Treatment Clinic	1.30pm - 5.30pm	DCH/UHD	1	
Wednesday	Patient Admin	8.30am - 9.00am	DCH/UHD	0.125	
	Treatment Clinic	9.00am - 1.00pm	DCH/UHD	1	
	Treatment Clinic	1.30pm - 5.30pm	DCH/UHD	1	
Thursday	Patient Admin	8.30am - 9.00am	DCH/UHD	0.125	
	Treatment Clinic	9.00am - 1.00pm	DCH/UHD	1	
	Joint Orthognathic Clinic 1:4	1.30pm - 5.30pm	DCH/UHD	0.25	
	Treatment Clinic 3:4	1.30pm - 5.30pm	DCH/UHD	0.75	
Friday	SPA	9.00am - 1.00pm	DCH/UHD		1
	SPA	1.30pm - 4.30pm	DCH/UHD		0.5



Lead roles

- Lead orthodontist for the care of patients with cleft lip and palate deformity.
- Clinical supervisor for the speciality trainee.

On call	Direct Clinical Care PA's (DCC)	Supporting Professional Activity PA's (SPA)
Predictable emergency on-call work	N/A	N/A
Unpredictable emergency on-call work	N/A	N/A
TOTAL PAs	N/A	N/A

Programmed Activity (PA)	Number of PA's
Direct Clinical Care (including on-call)	8.5
Supporting Professional Activities	1.5
Other NHS Responsibilities	0
External Duties	0
TOTAL PROGRAMMED ACTIVITIES	10.0

Enquiries and visits

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

- **Hazel Donoghue**, Tel: **01305 255175**, email: **hazel.donoghue@dchft.nhs.uk**



Management Structure

Joint Chief Executive	Matthew Bryant
Joint Chief Nursing Officer	Dawn Dawson
Chief Operating Officer	Anita Thomas
Joint Chief Financial Officer	Chris Hearn
Joint Chief People Officer	Nicola Plumb
Chief Medical Director	Prof Alastair Hutchison
Divisional Director Family Service and Surgical	Audrey Ryan
Divisional Manager of Operations	Stuart Coalwood

The Trust has two Clinical Divisions: Urgent and Integrated Care Division, and Surgical and Family Division. Each Division is headed by a divisional director, a divisional manager and a head of nursing. Each Division is responsible for delivering high quality patient treatment and care within the resources allocated to it. All medical staff within the division are expected to take an active part in its affairs.

The successful candidate will be professionally accountable to the divisional director and managerially accountable to the divisional manager. Senior medical staff undergo annual appraisals, at which objectives are set and reviewed.

Postgraduate Education

The Thomas Sydenham Education Centre is a new facility located at Dorset County Hospital.

Director of Medical Education	Mr Paul Murray
Foundation Programme Director (F1 & F2)	Dr Tamsin Ribbons
Head of Medical Education	Mrs Elaine Hartley
Library and Informatics Manager	Mrs Morag Evans

The successful candidate will be offered the opportunity of continuing professional development, including training in non-clinical aspects of the post. He/she will take responsibility for the educational supervision of (advising, counselling and agreeing training and development plans for) junior medical staff and non-career grade medical staff. He/she will be expected to participate in the clinical supervision and training of junior medical staff as laid down in the Trust Education Contract.



All staff involved in interviewing will be required to participate in Equal Opportunities training within 18 months from appointment. Equal Opportunities training for consultants are being provided from within the Trust. All staff shall undergo annual basic life support, fire training and manual handling training.

Objectives and Appraisals

The clinical lead will set a number of objectives in liaison with the Executive team and in consultation with the post holder, which should be achieved over the following 12 months, with a review at the end of this period. These will be set within the context of the Trust's annual appraisal process. Consultant appraisals are a professional process of constructive dialogue, in which the doctor being appraised has a formal structured opportunity to reflect on his/her work and to consider how his/her effectiveness might be improved.

Terms and Conditions of Service

Salary

The successful applicant will receive a salary based on the pay scale in the Consultant Contract (2003) and will be agreed on appointment.

Pension

There is the option of joining the NHS Superannuation scheme. Employee's contributions are dependent on salary.

Annual Leave

Entitlement to annual leave is at the following rates per year, exclusive of public holidays and extra statutory days:

Number of Years of Completed Service as a Consultant	
Up to Seven Years	Seven or More Years
30 days (Six Weeks)	32 days (Six Weeks + two days)

Public Holidays

Entitlement to ten days public holidays (including the two statutory days) to be taken in accordance with Section 2 of the General Council Conditions of Service or days in lieu thereof.

Sick Pay

There is a sick pay scheme; the period of payment is made depending on the length of NHS service. The minimum is one months' full pay and two months' half pay; the maximum is six months' full pay and six months' half pay.

Appraisal

It is a contractual requirement that all consultant staff participate in the Trust's appraisal process based on the nationally agreed model set out in Advance Letters (MD) 6/00 and (MD) 5/01. These have been incorporated within the Trust's agreed policy on consultant appraisal.



Outside Employment and Financial Interest

In accordance with the Trust's Standards of Business Conduct and Employment Law (supported by the BMA), it is a contractual requirement that a consultant must seek permission from his/her main employer before working for another employer and in particular working for another employer providing services to NHS patients. The person appointed must also declare any financial interests or relationships that may affect the Trust's policies or decisions.

Hours of Work

The post is full time covering 10 PA's (40 hours) including on call commitment if appropriate. A request to move from full-time to part-time will be considered in accordance with the Trust's Flexible Working Procedure.

Location

The post is based at Dorset County Hospital, Dorchester, but the appointee may be required to undertake some sessions at University Hospitals Dorset.

Study Leave

The Trust wishes all medical staff to keep fully up to date within their specialty and encourage doctors to take study leave on this basis. Guidelines for study leave for consultants and other medical staff have been produced by the Trust which follow the National Guidelines. Study leave may be granted within a maximum of 30 days within any period of three years. A copy of the complete guidelines is available from the human resources intranet page.

Major Incident

In the event of a Major Incident being declared all staff (whether on or off duty) are expected to respond in accordance with the Trust's Major Incident Policy.

Non-Pay Benefits

The trust has developed a staff benefit scheme that covers entertainment, travel, shopping and house conveyancing discounts and childcare benefits. Further information is available from the Human Resources Department.

Other Terms and Conditions of Service

All other current terms and conditions of service offered by the Trust are identical to the National Conditions of Service for Hospital Medical Staff.

It is the Trust's policy to implement pay awards as per the national agreements for staff holding Trust contracts.

Removal Expenses

A package of expenses is available to cover the reasonable cost of removal. The amount of reimbursement will depend on individual circumstances and is paid in two instalments. Details of the provisions are contained within the Trust's removal expenses policy.

It is important that the successful candidate agrees the level of reimbursement of removal expenses with the Head of People Services before committing any expenditure.



Domicile

Consultants are required to reside within a distance of 30 minutes, or ten miles by road, from their principal place of work, unless their employing organisation agrees that they may reside at a greater distance. Where such permission is granted, and where a consultant is required to participate in an on-call commitment, they will make provision to be at 30 minutes notice to return to the hospital during such periods of on-call. This will be at the individual’s own expense.

Commencement of Duties

The appointee will be required to take up the post no later than three months from the date of the offer of an appointment unless a special agreement has been made between the appointee and the Trust. Candidates who are unable to take up the post within the specified period should indicate this on their application.

The post is subject to an Exemption Order under the Provisions of Section 4 (2) of the Rehabilitation of Offenders Act.

Health and Safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

You are also required to make yourself aware of the Trust’s health and safety policies and to report any accidents/ incidents.

Equal Opportunities

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunities in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

Job Description Agreement

Signed by – Post Holder: _____ Date: _____

Signed by – Manager: _____ Date: _____

This job description is subject to regular review.

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

The Trust operates a No Smoking Policy.

ID badges must be worn while on duty.



Person specification and shortlisting form Consultant Orthodontics

Category	Criteria	Shortlisting Score	How Assessed
Education, Qualifications and Training	Full GDC Registration	Y/N	Application form and certificates at interview
	To have undertaken an MScD or DDS or equivalent	Y/N	
	Entry on the GDC Specialist Register	Y/N	
	Successfully completed ISFE or shortly to sit the ISFE (must be within 6months of interview)	Y/N	
Experience and Knowledge	Evidence of thorough and broad training and experience in managing complex orthodontic cases	8	Application form and interview
	Able to take responsibility for delivering the service required of a consultant	8	Application form and interview
	Experience in managing and involvement in treating patients presenting with Cleft Lip and Palate deformities, patients requiring Orthognathic surgery and Hypodontia	4	Application form and interview
Current Skills and Abilities	Broad range of IT skills Ability to update clinical knowledge and skills Knowledge of evidence-based practice	8	Application form, technical specification interview and formal interview
Team Working and Service Development	Aptitude to be a team member Ability to develop effective working relationships with all levels of staff Awareness of personal and professional limitations Good time management skills and ability to cope with and organise effectively the workload Ability to work under pressure and cope with setbacks Ability to practice independently as a consultant to take responsibility and aptitude for leadership Ability to adapt and respond to changing circumstances	8	Application form, presentation and interview



Category	Criteria	Shortlisting Score	How Assessed
Understanding and Participation in Clinical Governance	Understanding clinical governance and the responsibilities it implies Knowledge of the principles of and evidence of participation in clinical audit Participation in continuing professional development (CPD) scheme and, where relevant, evidence of past participation Experience of clinical and process outcome audit	8	Application form, presentation and interview
Management Training, Organisational Skills and Strategic Vision	Evidence of general management training and skills appropriate to the post Evidence of ability to contribute to the strategic direction of the Trust Knowledge of organisational aspects of the NHS	8	Application form, presentation and interview
Teaching and communication	Enthusiasm for Orthodontics and willingness to share knowledge and experience with others Experience of supervising trainee Experience of teaching technical and nursing staff Experience in organising and teaching in professional update course	8	Application form, presentation and interview
Communication and language skills	Ability to communicate effectively with clinical colleagues and support staff Good knowledge of and ability to use spoken and written English Ability to present effectively to an audience, using a variety of methods and to respond to questions	8	
Research	Knowledge of the principals involved in research Publications in peer-reviewed journals Established research interest	6	
Other	Meets professional health requirements	8	

Each candidate will be scored against the person specification and will need to attain a minimum score using the following as a guide:

8-10 points = fully meet or exceeds the criteria

4-7 points = significantly meets criteria although falls short on minor aspects

1-3 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria

Essential Y/N

Education, Qualification and Training – Fulfilment
Experience – minimum 20/30

Skills, Abilities and Knowledge – minimum 16/20

Team working, clinical governance – minimum 24/30

Management, teaching, research – 30/40

Total shortlisting score – minimum 90/120

If more than four applicants meet or exceed all the requirements only those candidates with the four highest scores will be invited to interview. In a tie situation there will be a process of random selection supervised by the personnel department.

If fewer than four applicants meet the requirements the short-listing panel will decide whether any of the other applicants should be shortlisted.



We would love to hear from you



If you would like to find out more about us before you apply, we welcome informal visits to meet the teams and see what it would be like to work in our Orthodontic Department.

Please feel free to contact any of the team as below and we would be happy to arrange this for you.

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