

NHS EDUCATION FOR SCOTLAND

SPECIALTY REGISTRAR IN DENTAL AND MAXILLOFACIAL RADIOLOGY

Job Description

1. INTRODUCTION

The post provides four years of training in all aspects of Dental and Maxillofacial Radiology: successful completion of which will lead to the award of the Certificate of Completion of Specialist Training (CCST). The post will be based in Glasgow Dental Hospital and School with additional training at other units in Scotland.

During training the trainee is allocated an educational supervisor and there are specialty tutors in each of the teaching hospitals on the training rotation. Performance assessment is on a regular basis throughout training. Summative assessment is conducted annually (ARCP) and is based on in-house training assessment criteria laid down by the Speciality Training Committee.

The training programme is managed and supervised by the Specialty Training Committee in the Additional Dental Specialties on which there are representatives of the Training Hospitals, Universities, Royal Colleges and the trainees. Individual trainees are required to sign a training programme agreement. Study leave conforms to terms and conditions of service for the Specialty Registrar grade. Training will be provided in all aspects of the specialty. Different parts of the rotation have an individual contribution to the overall programme, which ensures broad base training. Trainees will be encouraged to participate in academic aspects of the specialty which might include an MSc. It is a requirement that a minimum of 80% of the trainee's post's content must comprise radiology. The remaining 20% may be in radiology or utilised to gain further experience in relevant clinical dental specialties, or in research. Specific allocations of time seconded to general radiology departments are mandatory during preparation for both parts A and B DDMFR. Preparation for Part 1 FRCR will also include attendance at a Physics course together with trainee Medical Radiologists

2. ENTRY REQUIREMENTS

The trainee will be appointed by a Committee constituted according to the recommendations made in the Dental Gold Guide. Candidates must hold a registerable dental degree (BDS or equivalent). In addition, candidates must have a minimum of two years general experience in dentistry, post-qualification. (See person specification for further detail)

3. AWARD OF CCST

On appointment the trainee will be given a National Training Number (NTN). Upon enrolment with the Royal College of Radiologists they will receive a provisional date for award of the CCST and a copy of the training curriculum published in "Curriculum for Specialist Training in Dental and Maxillofacial Radiology". The date for award of the CCST will be subject to confirmation by the Specialist Advisory Committee in the Additional Dental Specialties. Award of the CCST will be dependent upon successful completion of the training and success in the First FRCR (Physics) and Diploma in Dental and Maxillofacial Radiology (Royal College of Radiologists) Examination (Parts A and B). Details of the First FRCR and Diploma in Dental and Maxillofacial Radiology Examinations and entry criteria are available from the Royal College of Radiologists.

4. DUTIES OF THE POST

Training

The trainee must make full use of the training opportunities provided in each placement.

Clinical

Under the supervision of the Dental and Maxillofacial Radiology Consultants, the Specialty Registrar will be expected to contribute to overall patient investigation and management. This will include all aspects of dental and maxillofacial radiology, including CBCT, head and neck ultrasound, CT and MRI imaging.

Administration

The trainee will be expected, when appropriate, to participate in the day to day running of the main department in the relevant Dental Hospitals in administrative activities such as organisation of patient appointments, participation in undergraduate training, provision of patient reports and letters. The trainee will have the opportunity to develop management skills as required by the Royal College of Radiologists.

Communication

This will include:

- Communication with patients.
- Discussion with Dental and Maxillofacial Radiology Consultants and Consultants in other Dental Specialties regarding clinical problems.
- Communication with General Practitioners – this will include telephone discussion of problems and writing of letters about cases investigated in the Department or referred by practitioners.
- Liaison with Specialists in other hospitals/agencies, such as clinical radiologists, radiographers, secretarial staff and defence organisations.

5. EDUCATION

Continuing Education

The trainee will be expected to participate in educational activities on a local and national basis. Education leading to the Diploma in Dental and Maxillofacial Radiology is available through in-house tutorials and locally arranged postgraduate courses including courses arranged primarily for Specialist Registrars in Medical Radiology. Arrangements have been made for this trainee to also participate in one of these educational programmes. The trainee will be expected to further their education through attendance at meetings and courses held locally, nationally and internationally. Local educational activities include journal clubs, clinical pathological conferences, clinical audit meetings and postgraduate courses.

Management development is encouraged and the trainee will be expected to attend appropriate courses.

Teaching

At the appropriate stage of training, the trainee will be expected to take part in departmental teaching for undergraduates, radiographers, postgraduates, junior staff, nursing staff, hygienists and qualified practitioners.

6. RESEARCH AND AUDIT

Research

Facilities and support for research activities are available through the relevant University academic departments and within hospital departments. The trainee will be encouraged to participate in clinical research and time will be allocated consistent with current Terms and Conditions.

Audit

Audit is an essential component of Radiology practice and the trainee will be required to participate in local and national audit activities.

7. LOCATION OF DUTIES

The main hospitals involved in the training programme are:

- Glasgow Dental Hospital and School
- Edinburgh Dental Institute
- Dundee Dental Hospital and School

Secondments will be arranged to other general radiology departments as required for training purposes.

8. ASSESSMENT

The trainee will be continuously assessed by the trainers in their place of work with formal interviews every six months and annual review by the Specialty Training Committee in the Additional Dental Specialties. If, in the opinion of the Specialty Training Committee, the trainee fails to show adequate commitment or progress, career guidance will be arranged, and exceptionally, in the absence of satisfactory progress, the Committee may recommend that the contract be terminated. Trainees are required to keep a logbook following the requirements laid down by the Specialist Advisory Committee in the Additional Dental Specialties/Royal College of Radiologists.

9. CAREER OPTIONS WITHIN TRAINING

Subject to prior approval by the Postgraduate Dean and the Specialty Training Committee in the Additional Dental Specialties, opportunities may exist for the trainee to pursue further experience such as research fellowships, overseas experience or sub-specialty experience.

10. GENERAL INFORMATION

Hours

Hours of duty will be the standard working week of 40 hours for which there is a standard salary (as detailed in paragraph 8b, Appendix 1 of the Terms and Conditions of Service, appended under general information).

Flexible training may be undertaken by arrangement.

Further Information

For further information on the training programme, please contact:

Dr Kirstyn Donaldson
Glasgow Dental Hospital and School
378 Sauchiehall Street, Glasgow, G2 9JZ
Tel: 0141 2119878/ 2119895

Dr Donald Thomson
Edinburgh Dental Institute
Lauriston Place, Edinburgh EH3 9HA
Tel: 0131 5364998

Dental & Maxillofacial Radiology StR

PERSON SPECIFICATION 2020

ENTRY CRITERIA

ESSENTIAL CRITERIA	WHEN EVALUATED ⁱ
<p style="text-align: center;">Qualifications</p> <p>Applicants must have:</p> <ul style="list-style-type: none"> BDS or equivalent dental qualification recognised by the General Dental Council 	Application form
<p style="text-align: center;">Eligibility</p> <p>Applicants must:</p> <ul style="list-style-type: none"> Be eligible for registration with the GDC by the time of appointmentⁱⁱ Be eligible to work in the UK Have the ability to travel to sites as required in order to fulfil the requirements of the whole training programme. 	Application form Interview/selection centre
<p style="text-align: center;">Fitness to practise</p> <ul style="list-style-type: none"> Is up to date and fit to practise safely and is aware of own training needs. Satisfactory enhanced Disclosure and Barring Service (DBS) check in England & Wales / Disclosure Scotland (PVG) in Scotland / Access NI in Northern Ireland or equivalent 	Application form References
<p style="text-align: center;">Language skills</p> <p>Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about dental topics with patients and colleagues; as demonstrated by one of the following:</p> <ul style="list-style-type: none"> <i>undergraduate dental training undertaken in English;</i> <p>or</p> <ul style="list-style-type: none"> <i>academic International English Language Testing System (IELTS) results showing a score of at least 7.0 in each domain (speaking, listening, reading, writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application</i> <p>If applicants believe they have adequate communication skills, but do not have evidence in one of the above forms, they must provide alternative supporting evidence of language skills</p>	Application form Interview/selection centre
<p style="text-align: center;">Health</p> <p>Applicants must:</p> <ul style="list-style-type: none"> Meet professional health requirements (in line with GDC Standards for the Dental Team). Be physically and mentally capable of conducting operative procedures over several hours which demand close attention. 	Application form Pre-employment health screening
<p style="text-align: center;">Career progression</p> <p>Applicants must:</p> <ul style="list-style-type: none"> Be able to provide complete details of their employment history Have evidence that their career progression is consistent with their personal circumstances Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another regionⁱⁱⁱ. Not have previously relinquished or been released / removed from a specialty training programme, except under exceptional circumstances^{iv}. Not already hold, nor be eligible to hold, a CCST in the specialty applied for and/or must not currently be eligible for the specialist register in the specialty applied for. 	Application form Interview/selection centre
<p style="text-align: center;">Application completion</p> <p>ALL sections of application form completed FULLY according to written guidelines.</p>	Application form

Dental & Maxillofacial Radiology StR

PERSON SPECIFICATION 2020

SELECTION CRITERIA

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	WHEN EVALUATED
Qualifications		
<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Be eligible for Full registration with the GDC by the time of appointment ⁱⁱⁱ MFDS / MJDF or equivalent at the time of application Other postgraduate degrees held at time of application e.g. BSc, MSc, PhD or Dip/MSc in sedation 	Application form Interview/selection centre
Career progression		
<ul style="list-style-type: none"> As above Has evidence of achievement of Foundation competences from a UK Dental Foundation training programme or equivalent Demonstrates the competencies required at the end of UK Dental Core training year 1 at the time of interview and year 2 at the time of post commencement (or equivalent) Commitment to the specialty with clear career objectives 	<ul style="list-style-type: none"> Has evidence of experience in Primary Care Has evidence of experience in more than one dental specialty/clinical setting On a NHS primary care organisation Performance List or able to meet requirements for listing in Scotland Has evidence of undertaking appropriate courses commensurate with career progression and intentions Has evidence of experience in an Oral and Maxillofacial Unit 	Application form Interview/selection centre
Clinical skills – clinical knowledge and expertise		
<ul style="list-style-type: none"> Demonstrates good patient care skills Capacity to apply sound clinical knowledge and judgement to problems Ability to prioritise clinical need Demonstrates appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement 	<ul style="list-style-type: none"> Has evidence of specific clinical competences 	Application form Interview/selection centre References
Academic skills		
<p>Research:</p> <ul style="list-style-type: none"> Understanding of the principles and relevance of research in evidence-based practice <p>Quality Improvement:</p> <ul style="list-style-type: none"> Demonstrates understanding of the principles of Quality Improvement Evidence of participation in QI project/audit/service evaluation 	<p>Research:</p> <ul style="list-style-type: none"> Evidence of relevant academic and research achievements, e.g. degrees, prizes, awards, distinctions, other achievements Publications Conference presentations/posters <p>Audit:</p> <ul style="list-style-type: none"> Evidence of leading at least one audit with 2 completed audit cycles 	Application form Interview/selection centre

Dental & Maxillofacial Radiology StR

PERSON SPECIFICATION 2020

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	WHEN EVALUATED
<p>Teaching:</p> <ul style="list-style-type: none"> Evidence of delivering undergraduate or postgraduate teaching, or teaching other Dental Care Professionals 	<p>Teaching:</p> <ul style="list-style-type: none"> Teaching qualification e.g. PG Certificate in Education, or other teaching training 	
<p style="text-align: center;">Personal skills</p> <p>Communication skills:</p> <ul style="list-style-type: none"> Capacity to communicate effectively and sensitively with others Able to discuss treatment options with patients in a way they can understand <p>IT skills</p> <ul style="list-style-type: none"> Demonstrates good information technology skills <p>Problem solving and decision making:</p> <ul style="list-style-type: none"> Capacity to think beyond the obvious, with analytical and flexible mind, bringing a range of approaches to problem solving Demonstrates effective judgement and decision-making skills <p>Empathy and sensitivity:</p> <ul style="list-style-type: none"> Capacity to take in others' perspectives and treat others with understanding; sees patients as people Demonstrates respect for all <p>Managing others and team involvement:</p> <ul style="list-style-type: none"> Capacity to work effectively in a multi-disciplinary team Demonstrate leadership, when appropriate Capacity to establish good working relationships with others. <p>Organisation and planning:</p> <ul style="list-style-type: none"> Capacity to manage time and prioritise various tasks and commitments, balance urgent and important demands, follow instructions <p>Vigilance and situational awareness:</p> <ul style="list-style-type: none"> Capacity to monitor and anticipate situations that may change rapidly 		<p>Application form Interview/selection centre</p>

Dental & Maxillofacial Radiology StR

PERSON SPECIFICATION 2020

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	WHEN EVALUATED
<p>Coping with pressure and managing uncertainty:</p> <ul style="list-style-type: none"> • Demonstrates flexibility, decisiveness and resilience • Capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations • Awareness of own limitations and when to ask for help <p>Values:</p> <ul style="list-style-type: none"> • Understands, respects and demonstrates the values of the NHS Constitution (e.g. everyone counts; improving lives; commitment to quality of care; respect and dignity; working together for patients; compassion) 		
Probity – professional integrity		
<ul style="list-style-type: none"> • Takes responsibility for own actions • Demonstrates honesty and reliability • Demonstrates respect for the rights of all • Demonstrates awareness of ethical principles, safety, confidentiality and consent • Awareness of importance of being the patients' advocate, clinical governance and the responsibilities of an NHS employee 	<ul style="list-style-type: none"> • Demonstrates altruism – evidence of the ability to attend to the needs of others with an awareness of their rights and equal opportunities 	Application form, Interview/selection centre

SPECIALTY SPECIFIC CRITERIA		
ESSENTIAL CRITERIA	DESIRABLE CRITERIA	WHEN EVALUATED
Commitment to specialty – learning and personal development		
<ul style="list-style-type: none"> • Shows realistic insight into the speciality and the demands of a career in Dental and Maxillofacial Radiology (DMFR) 	<ul style="list-style-type: none"> • Experience in Dental and Maxillofacial Radiology at DCT level or equivalent • Attendance at, or participation in, national and international meetings relevant to DMFR • Membership of appropriate specialist society/associations 	Application form Interview/selection centre

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- i. 'When evaluated' is indicative, but may be carried out at any time throughout the selection process.
 - ii. Time of appointment refers to the date at which the post commences.
 - iii. The Support for Application to another region form, signed by the Training Programme Director of their current Specialty Training Programme confirming satisfactory progress must be submitted to the recruitment office at time of application.
 - iv. Applications will only be considered if applicants provide a Support for Reapplication to a Specialty Training Programme form, signed by both the Training Programme Director/Head of School and the Postgraduate Dean in the Local Office/Deanery that the training took place. Extraordinary

Dental & Maxillofacial Radiology StR

PERSON SPECIFICATION 2020

circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train. Completed forms must be submitted at the time of application. No other evidence will be accepted.

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

