Locum Consultant in Paediatric Oral & Maxillofacial Surgery
Surgical Directorate (Portfolio A, J.M. Barrie Division)

GOSH Profile

Great Ormond Street Hospital for Children NHS Foundation Trust (GOSH) is a national centre of excellence in the provision of specialist children’s health care, currently delivering the widest range of specialist care of any children’s hospital in the UK. It is the only specialist Biomedical Research Centre for paediatrics, the largest centre in the UK for children with heart or brain problems, and the largest centre in Europe for children with cancer. It works in partnership with the UCL Institute of Child Health (ICH), part of University College London, and together they form the largest paediatric research and teaching centre in the UK.

The hospital at Great Ormond Street is the only exclusively specialist children’s hospital in the UK. It does not have an Accident and Emergency department and only accepts specialist referrals from other hospitals and community services. The population of children and young people served by the hospital is characterised by those with multiple disabilities and/or health problems and rare and congenital (present at birth) conditions. Many children and young people need the help of different specialist teams. Improvements in health care and diagnosis mean that many children and young people have dramatically improved survival rates and more therapeutic options than was the case 10 years ago. Sadly though, many of the children and young people cared for at GOSH still have life-threatening or life-limiting conditions.

The hospital receives over 250,000 patient visits (inpatient admissions or outpatient appointments) a year, and carries our approximately 18,800 operations each year.

The hospital has 446 patient beds, including 44 intensive care beds (21 CICU, 15 PICU and 8 NICU). Many of the children and young people on our wards require high dependency care or are classed as ward intensive care, requiring one-to-one nursing.

Around 4100 full-time and part-time staff work at the hospital. The ICH has around 600 staff. Many senior staff have roles in both organisations.

The hospital has approximately 50 paediatric specialties, the widest range of any hospital in the UK, which uniquely enables it to diagnose and pioneer treatments for children and young people with highly complex, rare or multiple conditions. It has 19 highly specialised national services.
**Job title**  
Locum Consultant in Paediatric Oral & Maxillofacial Surgery

**Division**  
Portfolio A, J.M. Barrie Division

**Responsible to**  
Miss Caroline Mills, Clinical Lead Dental and Maxillofacial

**Accountable to**  
Dr Elizabeth Jackson, Divisional Director

**Type of contract**  
Locum – Fixed Term for 12 months

**Hours per week**  
10 PAs per week (job share possibility)

**Location**  
Great Ormond Street Hospital, London

* Seven Day Working Week

The Trust is moving towards a seven day service in line with NHS England requirements. As such it is likely you will be required to work some of your contracted hours in the evenings and/or at weekends in line with service requirements

**Budgetary responsibility**  
None

**Manages**  

Direct reports - None  
Indirect reports - None

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**Trust Values and Expected Behaviours**

The Trust has developed the Always Values with our staff, patients and families that characterise all that we do and our behaviours with our patients and families and each other. Our Always Values are that we are:

- Always Welcoming
- Always Helpful
- Always Expert
- Always One Team

These values are extremely important to us and we expect everyone who works at GOSH in any capacity, including employees, bank staff, contractors, agency staff, people who hold honorary contracts, students and volunteers to share and uphold Our Always Values. Each value is underpinned by behavioural standards and employees will be expected to display these behaviours at all times. You can find a full copy of Our Always Values on our intranet.

The Trust also expects that everyone who works here shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of Great Ormond Street for Children NHS Foundation Trust. Individuals must therefore at all times carry out their duties with due regard to the Trust’s Equality at Work Policy.
The Dental and Maxillofacial Surgery Department

The Dental and Maxillofacial Surgery Department provides specialists in Maxillofacial Surgery, Orthodontics and Paediatric Dentistry. The department has an in-house dental laboratory service which supports the department. There are close links with the North Thames regional cleft lip and palate service, nationally designated craniofacial team, Beckwith Wiedmann team and the epidermolysis bullosa multidisciplinary teams.

The Service draws patients from a number of routes:
- The cleft service
- Patients who require oral surgery with complex medical problems
- Patients with a facial oncology diagnosis
- Traumatic injuries to the face
- Congenital facial deformities.
- Infants requiring maxillofacial surgery unsuitable for surgery in the local hospital setting

The North Thames Cleft Lip and Palate Managed Clinical Network

The North Thames Cleft Service (hereafter referred to as the Cleft Service) was established in 2002 along with another eight centres in England and Wales. This was following a competitive process in response to the recommendation for the centralisation of cleft services by the Clinical Standards Advisory Group (CSAG)\(^1\) of the Department of Health. The Cleft Service is based at GOSH, London and at the St Andrews Centre for Plastic Surgery, Broomfield Hospital, Essex for in-patient and outpatient services. It is the largest cleft service in the UK and is unique among the twin-site centres in having some core clinicians working at both sites. This allows uniform treatment of children, young people and adults; as well as identical pathways of care in both hospitals, thus maintaining standards\(^2\). In addition, there are outpatient services at The Royal London Hospital (including specialist dental services). Funding is exclusively from the London Specialist Health Authority, Specialist Commissioning Group. The budget for 2009/10 is £4.4 million and includes salaries for 40 members of the team. The Cleft Service covers areas of London that are North of the River Thames, West Hertfordshire and Essex. Each year the team receive approximately 150 new baby referrals from 27 maternity units in the region, another 40 children per annum with submucous cleft palate and, an additional 200 referrals of older patients and those with speech and language disorders related to velopharyngeal dysfunction.

The Clinical Service has a strong ethos in team based multi-disciplinary care and close liaison with parents and patients, particularly through CLAPA. The Cleft Service sits within the Portfolio A Surgery division at GOSH and the St Andrews Centre for Plastic Surgery at MEHT.
**Scope of the role**

The appointment is for a 10 PA Locum Consultant in oral and maxillofacial surgery, with suitability for job share between two applicants who are interested, one in oncology with another colleague with a special interest in facial deformity. The surgeon, in conjunction with the current team of Maxillofacial and Orthodontic Consultants will be responsible for delivering a Maxillofacial surgical service at Great Ormond Street Hospital.

The appointee should have some experience in paediatric maxillofacial surgery and be on the specialist list for oral and maxillofacial surgery.

The post has a full day operating list per week, and there is a 1:10 on call commitment on the shared plastic surgery and maxillofacial surgery consultant rota.

**Key working relationships**

**Maxillofacial Consultant**
Miss Caroline Mills – Clinical Lead for Dental and Maxillofacial Services

**Orthodontic Consultants**
Mr Norman Hay – Clinical Director for Cleft and specialist interest in Cleft Orthodontics
Mr Robert Evans – Specialist interest in Craniofacial Surgery
Mr Brijesh Patel – Specialist interest in Craniofacial and Cleft Lip & Palate
Mr Daljit Gill – Specialist interest Craniofacial Abnormalities, Hemifacial Microsomia and Orthognathic Surgery

**Paediatric Dental Consultants**
Miss Carol Mason – Specialist interest in Cleft Lip & Palate, Swachman-Diamond Syndrome and Epidermyosis Bullosa
Miss Susan Parekh
Dr Urshla Devalia
Dr Gehan Abou-Ameira

**Restorative Consultant**
Mr Simon Critchlow – Restorative Dental Consultant

The department also has two hygienists

**Other Clinical and Administrative Staff**

Mrs Sarah James – Director of Operations
Mr Kostas Karras - General Manager
Miss Zoe Hallet - Service Manager
Main duties and responsibilities

Specific Clinical Duties

- The post holder will be expected to provide a Maxillofacial and Dental Surgery Service of the highest quality.
- The post holder will further develop the Dental & Maxillofacial Service with colleagues and management representatives of the Division.
- The post holder must work flexibly with colleagues to achieve the hospital agreed planned activity for inpatient and outpatient services.
- The post holder must ensure that standards are developed through clinical audit, evidence based research and appraisal.
- The post holder must work with colleagues to ensure all inpatients are reviewed every 24 hours by a senior doctor.
- The post holder will be required to participate in audit and contribute to the development and maintenance of clinical protocols and guidelines.

Leadership/Management

- All staff in the Division are managerially accountable to the Divisional Director who has overall responsibility for the Dental and Maxillofacial Surgery Service.
- The post holder must demonstrate behaviour which supports and promotes the Trust vision and values at all opportunities.
- The post holder will be required to support the Specialty Clinical Lead, General and Service Managers in policy and strategy development.
- The post holder will work within the Trust’s framework for Corporate Governance including standing orders, standing financial instructions and financial procedures.
- As part of the Divisional Management Team assist in the cost effective utilisation of resources including pay and non-pay items such as equipment and drugs, within budgets.
- Corporate and individual responsibility for the professional management and supervision of doctors in training.
- Continuing responsibility for the care of patients in your charge in liaison with consultant colleagues and for proper functioning of the department in line with the Operational Access policy.
- All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent. Clinical staff are also required to comply with requirements of their professional organisations regarding supervision.
- All qualified staff have responsibility to supervise unqualified / more junior staff and students on a day to day basis to ensure that patients receive appropriate care and that any untoward action is addressed.
- Be familiar with the college curricula for junior doctors in training and be trained appropriately to contribute to their training requirements.
- Contribute to effective communication and involvement of staff across the Division, including support to the Divisional Management Team.
**Professional**

- Accept personal accountability for own clinical practice and to work at all times within the GMC's Good Medical Practice.
- Promote and adhere to the both the Trust and Divisional policy and procedures at all times.
- Accept corporate responsibility to work effectively and positively within the Trust performance framework to meet Trust targets, including referral to treatment waiting times, theatre utilisation, clinic letter turnaround and discharge summaries.
- The post holder will be responsible for their own continuing professional development and medical education; study leave is provided for this purpose.
- Willingness to undertake additional professional responsibilities at local, regional or national levels.

**Study/Training**

- Study leave is available as provided for under the Terms and Conditions of Service of Hospital Medical & Dental Staff.
- The appointee will be expected to contribute fully to the organisation and planning of the teaching programme of the department and the institute on a regular basis including teaching, training and supervision of junior medical staff.

**Appraisal**

The Trust operates an annual appraisal system, which identifies personal and professional development needs; agree plans for them to be met, while reviewing the doctor’s work and performance and considering the doctor’s contribution to the quality and improvement of service delivery. The annual appraisal and documentation forms the evidence needed to meet the requirements for the GMC/GDC Revalidation process.

**Medical Practice**

All members of the Trust’s medical staff are expected to practice within the GMC guidelines, in particular those contained within the publications Good Medical Practice and Maintaining Good Medical Practice.

All of the above provide an outline of the duties of doctors who are registered with the GMC and in particular emphasise the responsibility of every doctor to ensure standards of good clinical care, share good practice, keep up to date with clinical skills, and to work in teams and maintain good relationships with colleagues in all disciplines. The Trust is committed to the support of these principles and provides funds for education and development of all grades of staff.

**Professional/Personal Development**

The Trust is committed to supporting the professional and personal development of consultant staff. Consultants are expected to participate in Continuous Medical Education (CME) and Continuing Professional Development (CPD). Financial support (currently £50.00 per NHS PA per annum, up to maximum of £500.00) and study leave (10 days per annum, pro rata) are available for this purpose. It is expected that consultant staff target their CME/CPD to relevant areas of their own practice.
Specialists are expected to maintain their knowledge and skills in any general areas which may be required to cover as part of their on-call duties. The Trust operates an appraisal system to support the personal development of consultant staff.

Upon appointment and as part of the Consultant induction process, each Consultant will be allocated a mentor whom the Consultant can use as an independent person for peer support and advice during their initial year of appointment.

**Service Provision/Cover during Absences**

The consultant has a continuing responsibility for the care of patients in his/her charge and for the proper functioning of the service allowing for appropriate delegation for the training of his/her staff. Consultant staff must ensure that in/outpatient services are covered during his/her planned absences. Where fixed commitments need to be cancelled during planned absences appropriate notice (8 weeks) must be given. Absences must be co-ordinated with other consultant staff in the specialty to ensure senior cover is always available.

**Job Planning**

Consultant medical and dental staff are expected to participate in an annual job planning review, which is a prospective agreement setting out duties, responsibilities, objectives and supporting resources for the coming year. Job planning should cover all aspects of a consultant’s professional practice, including clinical work, teaching, education, research and budgetary and managerial responsibilities.

The objectives listed in the job plan are tasks, targets or development needs that the consultant, or the consultant and the person with whom he/she has agreed the objectives, wishes to achieve. They should reflect the needs of the consultant, the organisation, health community and health service.

**Further Information**

For further information, or to make arrangements to visit the Hospital, candidates should contact:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td><strong>Divisional Director</strong></td>
<td>Dr Elizabeth Jackson</td>
</tr>
<tr>
<td><strong>Head of Clinical Service</strong></td>
<td>Miss Caroline Mills</td>
</tr>
<tr>
<td><strong>Medical Director</strong></td>
<td>Dr David Hicks</td>
</tr>
<tr>
<td><strong>Academic Head of Division</strong></td>
<td>TBC</td>
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<tr>
<td><strong>Director of Clinical Research &amp; Development</strong></td>
<td>Professor David Goldblatt</td>
</tr>
<tr>
<td><strong>Chief Executive</strong></td>
<td>Dr Peter Steer</td>
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**Other Information**

Great Ormond Street Hospital Foundation Trust is a dynamic organisation, therefore changes in the core duties and responsibilities of this role may be required from time to time. These guidelines do not constitute a term or condition of employment.
Conflict of Interest

You 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 your application being rejected, or, if it is discovered after appointment that such information has been withheld, then this may lead to your dismissal.

Confidentiality

On appointment you may be given access to confidential information which must 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.

Disclosure & Barring Service (Previously Criminal Records or ‘CRB’)

Great Ormond Street Hospital is a regulated organisation and as such, you will have your 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. GOSH reserves the right to withdraw any conditional offer of employment made on the basis of the outcome of your criminal records check.

Infection Prevention and Control

You will be required to participate in performance audits with respect to Infection Prevention and Control and will be required to discuss this in your annual performance review. The following should also be noted:

- The post holder should ensure a suitable and efficient assessment is made of the risks to both the recipient and provider of care in respect of infection prevention and control issues.
- The post holder is required to make him/herself aware of and comply with national and local infection prevention and control guidance.
- Where children and young people are in their care, the post holder must investigate any health care-associated infection.
- The post holder should audit performance with respect to infection prevention and control (in a way appropriate to their service) and discuss this in their annual appraisal.

Health and Safety

All staff have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of Trust employees. The following should also be noted:

- Each employee is required to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in the Trust’s safety arrangements or any defects in work equipment.
All employees are under a duty to familiarise themselves with the Trust’s Health and Safety Policies.

**Risk Management**

You will be required to ensure that you implement systems and procedures at a local level to fulfil the requirements of the organisation’s Risk Management Strategy including local management and resolution of complaints and concerns, management of SUIs/incidents and near misses. Your specific responsibility for risk management will be clarified to you by your manager at your local induction.

**Emergency Planning**

In accordance with the organisations responsibilities under the Civil Contingencies Act 2004, you may be required to undertake alternative duties as is reasonable directed at alternative locations in the event of and for the duration of a significant internal incident, major incident or flu pandemic.

**Human Rights**

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

**Sustainable Development**

You will be required to demonstrate a personal commitment to the Trust’s Sustainable Development Plan and to take personal responsibility for carrying-out your work duties in a way which is compliant with this Plan.

**Relocation Expenses**

Applicants should note that Great Ormond Street Hospital for Children NHS Foundation Trust is not able to offer assistance with removal or relocation expenses.

*This job description is intended as an outline of the areas of activity and can be amended in the light of the changing needs of the service and will be reviewed as necessary in conjunction with the post-holder.*
Title: Locum Consultant in Paediatric Oral & Maxillofacial Surgery

Specialty: Paediatric Maxillofacial Surgery

Contract: 10 PAs

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
<th>Type of Work / PAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>am Royal London Hospital Cleft Clinic [1:4]</td>
<td>DCC / 0.25</td>
</tr>
<tr>
<td></td>
<td>pm Clinic</td>
<td>DCC / 1.0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>am Craniofacial Maxfax Clinic [1:4]</td>
<td>DCC / 0.25</td>
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<td></td>
<td>pm Admin</td>
<td>SPA / 1.0</td>
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<tr>
<td>Wednesday</td>
<td>am MDT Clinic</td>
<td>DCC / 1.0</td>
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<tr>
<td>Thursday</td>
<td>am Theatres</td>
<td>DCC / 1.25</td>
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<tr>
<td></td>
<td>pm Theatres</td>
<td>DCC / 1.25</td>
</tr>
<tr>
<td>Friday</td>
<td>am Clinic</td>
<td>DCC / 1.0</td>
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<tr>
<td></td>
<td>pm Admin</td>
<td>SPA / 1.0</td>
</tr>
<tr>
<td>On Call</td>
<td>Flexible</td>
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<tr>
<td>Weekend</td>
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<td>0.5</td>
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DCC PAs: 6.0
On Call PAs: 0.5
SPAs: 2
Total PAs: 8.5

To liaise with RLH regarding adding 1 PA for adult care and a further 0.5 PA to total 10.

Please be advised that this is a draft job plan. The final job plan will be agreed between the successful candidate and the Divisional Director.

Please note that unless specified otherwise, the location of this job plan is Great Ormond Street Children’s Hospital.
## Our always values

<table>
<thead>
<tr>
<th>Essential (E)</th>
<th>Desired (D)</th>
</tr>
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<tbody>
<tr>
<td>E Always welcoming – open, positive, polite, prompt, thoughtful</td>
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<tr>
<td>E Always helpful – respectful, caring, supportive, patient, flexible</td>
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<tr>
<td>E Always expert – role model, vigilant, striving for quality, proactive</td>
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<tr>
<td>E Always one team – informative, mindful, appreciative, open, honest</td>
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## Skills and abilities

<table>
<thead>
<tr>
<th>Essential (E)</th>
<th>Desired (D)</th>
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<tbody>
<tr>
<td>E High level written and oral communication skills</td>
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<tr>
<td>E Ability to organise and prioritise own workload</td>
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<tr>
<td>E Ability to work under pressure in a multi-disciplinary environment</td>
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<tr>
<td>E Presentation skills</td>
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<tr>
<td>E Understanding and proven ability to apply research findings in a clinical/organisational context</td>
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<tr>
<td>E Excellent interpersonal and negotiating skills</td>
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<tr>
<td>E Ability to work on own initiative within an ever changing environment.</td>
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<tr>
<td>D Leadership skills</td>
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## Education, training and qualifications

<table>
<thead>
<tr>
<th>Essential (E)</th>
<th>Desired (D)</th>
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<tbody>
<tr>
<td>E GMC and GDC specialist registration with a Licence to Practice (obtained by designated start date)</td>
<td></td>
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<tr>
<td>E FRCS (maxfax)</td>
<td></td>
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<tr>
<td>E CCT in SPECIALTY (or within 6 months at time of interview) or equivalent training and experience</td>
<td></td>
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<tr>
<td>D Higher degree – PhD, MD or equivalent</td>
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<tr>
<td>D Formal teaching qualification</td>
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<tr>
<td>D Management qualification</td>
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## Knowledge and experience

<table>
<thead>
<tr>
<th>Essential (E)</th>
<th>Desired (D)</th>
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<tbody>
<tr>
<td>E Extensive experience in SPECIALTY</td>
<td></td>
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<tr>
<td>E Experience of teaching students and multi-disciplinary team</td>
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<tr>
<td>E Experience of leading in Clinical Audit processes</td>
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<tr>
<td>E Published research in peer reviewed journals in relevant area</td>
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<tr>
<td>E Awareness of the importance of Clinical Governance through experience of participating in quality or safety improvement projects.</td>
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<td>D Experience of recruiting patients to clinical research trials</td>
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<tr>
<td>D Experience of working in shared care clinics and clinical networks</td>
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<tr>
<td>D Experience of clinical leadership or management</td>
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