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| **JOB DESCRIPTION Specialist Oral Surgeon** |

Job Title: Specialist Oral Surgeon

Department: Practice Plus Group Hospital, Emersons Green and Devizes Surgical Centre

Reporting to: Hospital Director

Professionally Accountable to: Clinical Lead for Oral surgery

Location: Practice Plus Group Hospital, Emersons Green,

The Brooms Emersons Green, Bristol BS16 7FH

Staff Management Responsibility: No direct line management responsibilities.

Budgetary Responsibility: No direct budgetary responsibilities.

**Grade:** Consultant

**Purpose of role**

All full time roles are 40 hours scheduled activity per week. A commitment to provide out of hours on call cover on a rota basis will be required.

The post holder will be required to assess, manage and treat individuals by them performing Oral Surgery procedures on patients referred to the hospital and surgical centre, working in accordance with treatment centre protocols and working practices.

Treatment will be delivered under local anaesthetic or local anaesthetic with IV sedation. The post holder will be expected to be already fully trained, competent and up to date with required CPD, in providing IV sedation.

The post holder will be required to participate in audit, research and management of the service.

It is anticipated that the post holder will engage in specific management tasks and contribute to departmental meetings and monthly clinical governance meetings in agreement with the Medical Director.

**Clinical Duties**

The oral surgeon will participate in the outpatients prior to surgery, and in all aspects of the operative care of the patients. These sessions incorporate assessments and clinical governance duties.

They will work closely with clinical colleagues, both specialists and RMO’s, in order to enhance the level of patient care at the centre.

**General responsibilities**

In addition to the clinical duties he or she will undertake the administrative duties associated with the care of his/her patients and with the running of the Department. The consultant will be responsible for producing the appropriate clinical records for each patient

He/she will be expected to work with local managers and professional colleagues in the efficient running of services and will share with consultant colleagues in the medical contribution to management.

Appraisal and Continuing Professional Development (CPD)

There should be a commitment to CPD, annual appraisal and revalidation (when appropriate as well as continued registration as per the GDC framework). Appraisals will be held between the post holder and the Medical Director or nominated appraiser in accordance with National Guidance on Consultant Appraisal, and with the treatment centres employment and clinical governance framework.

The post holder will have the opportunity to review their job plan with the Medical Director at least annually.

Research and audit

The post holder will be expected to actively contribute to research and active audit.

Clinical governance

The post holder will be required to actively participate in the treatment centre’s Clinical Governance activities including Consultant Appraisal.

Risk management

Each member of staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Teaching and training

The successful candidate may be asked to participate in the teaching and training of junior staff and other clinical groups.

Study leave

Practice Plus Group is committed to the continuing medical education and development of its clinical staff and will support ongoing continuing medical education in line with the company’s policy.

Annual leave

The annual leave entitlement for senior medical staff is 25 days a year.

Job plan

A typical job plan will comprise of 40 hours per week with flexible elements. The direct clinical care components and supporting professional activity allowance will be discussed with the successful candidate upon appointment.

Probationary period

In accordance with Practice Plus Group Hospital’s policy a probationary period of 6 months will apply after which the full benefits will be applied.

Review of job description

The job description will be reviewed periodically as required with the Medical Director to ensure fulfilment of contractual obligations. It is likely the successful applicant will also participate in annual performance appraisal in the future.

The post holder should expect that sessions may be reallocated from time to time to meet changes in circumstances such as the introduction of new service changes in consultant staffing, expansion or reduction of existing services and review and implementation of the treatment centre’s Business Plan.

**Additional information**

In addition the successful candidate will be required to adhere to the following:

Education and development

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

Professional

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Infection control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

Conflict of interest

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

Confidentiality

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

Health and safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Privacy, dignity and respect and quality of opportunity

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse   
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

Practice Plus Group will aim 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 of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature Date

Signature of

Head of Department Date

**Practice Plus Group Hospitals**

**PERSON SPECIFICATION FORM**

**Post title:**  Oral Surgeon

**Department:**

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical requirements | * Occupational Health clearance for the role specified |  |
| 1. Education and qualifications | * UK registerable Dental Degree. * Appropriate specialist qualification. * Relevant CCT or equivalent. * Past record of academic achievement * Full and Specialist Registration in Oral Surgery with GDC. * On-going CPD in line with GDC requirements and conscious sedation guidelines. | * Higher degree * Teaching qualification * Experience in teaching medical trainees and other professionals * Formal qualification in the use of sedation as part of Oral Surgery clinical practice |
| 1. Previous experience relevant to the post | * Clinical skills in all aspects of Oral surgery * Training and expertise in provision of conscious sedation * Evidence of appraisal in past 12 months with satisfactory outcome | * Training in management * Evidence of clinical outcomes |
| 1. Skills, knowledge and abilities | * Knowledge of evidence based practice. * Excellent clinical skills * Able to work within a multidisciplinary team * Excellent communication skills * Ability to take responsibility and show evidence of leadership. * Ability to work under pressure and cope with setbacks. * Awareness of personal limitations. |  |
| 1. Aptitude and personal characteristics e.g. aptitude for figures, special demands of the post | * Flexible, objective and assertive * Good knowledge of, and ability to use, spoken and written English. * Willing to meet volume and clinical productivity targets * Complies with all legal and professional work permit/visa requirements |  |
| 1. Clinical governance and audit | * Understanding of clinical governance and the individual responsibilities it implies. * Knowledge of the principles of clinical audit and evidence of participation. * Participation in CPD. | * Experience of risk management programme. |