SENIOR HOUSE OFFICER
ORAL AND MAXILLOFACIAL
SURGERY

SOUTHERN GENERAL
HOSPITAL/GLASGOW
DENTAL HOSPITAL
DEPARTMENTS

INFORMATION PACK

REF: 27885D

CLOSING DATE: NOON 8TH FEBRUARY 2013

www.nhsggc.org.uk/medicaljobs
SUMMARY INFORMATION

POST: SENIOR HOUSE OFFICER ORAL & MAXILLOFACIAL SURGERY

BASE: SOUTHERN GENERAL HOSPITAL/GLASGOW DENTAL HOSPITAL DEPARTMENTS

Posts available immediately until 31 July 2013 and will be based at Southern General Hospital on a 1 week in 7 rotation with prescribed annual leave or within Glasgow Dental Hospital Departments. These post offer excellent basic training in Oral & Maxillofacial Surgery and other Dental Specialties. The Postgraduate Dean has confirmed that the posts have the required educational and staffing approval. The posts provide suitable training for the MFDS/MJDF examination. Applicants must be eligible for registration with the GDC. Informal enquiries to Hospital Training Team on 0141 211 9711 for Dental Hospital post or Mr Colin MacIver on 0141 232 7509 for OMFS positions.
Health Board: Greater Glasgow & Clyde Health Board
Hospital: Glasgow Dental Hospital & School
Post Specifics: Dental Senior House Officer

Rotations:
- Posts may be available in OMFS at the Southern General Hospital or other Glasgow Dental Hospital Departments
- Post are available from appointment date until 31 July 2013

Programme Description

How to apply

http://www.nes.scot.nhs.uk/disciplines/dentistry/hospital-dental-service

HR Contacts
Name: Anne Holmes
Address: Recruitment Services
Mondular Building
Gartnavel Royal Hospital
1055 Great Western Road
Glasgow
G12 0XH

Tel: 0141 278 2657
Email: anne.holmes@ggc.scot.nhs.uk

Consultant/HDS Tutor: Dr. Alyson PM Wray,
Consultant in Paediatric Dentistry and Postgraduate Tutor for the Hospital Dental Services
Glasgow Dental Education Centre,
378 Sauchiehall St.
Glasgow G2 3JZ.
**Job Description**

**General Information**

Glasgow and the Surrounding Area.

Glasgow, with a population of around 740,000 is Scotland’s largest city, and one of Europe’s liveliest with a varied and colourful social and cultural life which can cater for every taste.

Glasgow is a city of contrasts; the bustle of a major commercial and business centre, the greenery of parks and gardens, and a wealth of art galleries, museums, cinemas and theatres. Newcomers quickly feel at home in this vibrant and friendly city. Glasgow has an extensive road and rail public transport system with one of the largest commuter rail networks outside London and its own underground railway, the ‘subway’, which serves the University and the centre of the city.

The Glasgow Dental Hospital and School.

Glasgow Dental Hospital and School is situated in the centre of Glasgow. It is the main centre for specialist dental advice and treatment within the NHS Greater Glasgow and Clyde Health Board area. It also fulfils a similar role for surrounding Health Boards and serves a population of up to 3,000,000.

**Department Information**

Glasgow Dental Hospital and School comprises the following clinical departments:

- **Restorative Dentistry**
  - Fixed & removable Prosthodontics
  - Periodontology
  - Endodontics
- Oral Surgery
- Oral Medicine
- Paediatric Dentistry
- Orthodontics
- Oral & Maxillofacial Radiology

OMFS posts will be based at the Southern General Hospital with a 1:7 rota.

All departments hold regular Clinical Governance and Audit meetings.

**Duties**

Duties will be laid down by the consultant(s) in each relevant department.

To work under the supervision of senior staff to provide dental care for patients referred to Glasgow Dental
Hospital & School. To attend Consultant referral Clinics as necessary. To be active in clinical audit, the application of evidence-based clinical practice and clinical governance. To engage in work place assessments and update your e-portfolio

**Hours of Work**

The Dental Hospital & School is open from 9.00am - 5.30pm on weekdays.

**Job Plan**

The precise timetable will vary between the Departments. This will give a maximum of nine clinical contact sessions per week. The personal timetable of the post-holder may be reviewed and modified with the agreement of the relevant parties. The OMFS post is on a shift system with resident on-call, 1:7. Leave is prescribed in this post (Band 2B).

**Study and Training**

One session per week is allowed for personal study. Each post-holder will be assigned an educational supervisor at commencement of the post, who will provide support and facilitate the training and educational needs of the individual post-holder. The posts provide excellent training for the MFDS and MJDF Examinations. The James Ireland Library has one of the most extensive collections of dental literature in the UK.

**Facilities**

The total number of chairs within the hospital is approximately 160. It is an undergraduate dental teaching school and has an adjoining Postgraduate Centre. There are strong links with the University of Glasgow and other hospitals in the region and it has an excellent library with on-line literature search facilities.

There are 3 Dental Laboratories with state-of-the-art equipment on site. These provide all technical work necessary for patient care of a general and specialist nature.

There is a School for Dental Care Professionals on Level 7.

**Office Accommodation**

Office accommodation for training grade staff is limited. However, there is an SHO Study/coffee room where on-line facilities and printing is available. Lockers for personal belongings are provided. The departmental secretaries within the Directorate provide secretarial support and further computing facilities are available in the library.
<table>
<thead>
<tr>
<th><strong>Arrangement for visits</strong></th>
<th>Short-listed applicants may request a visit to the Dental Hospital &amp; School or Southern General Hospital OMFS Department, and this will be accommodated wherever possible. Expenses for visits will not be paid.</th>
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<tbody>
<tr>
<td><strong>Conditions of Appointment</strong></td>
<td>Health Questionnaires, Disclosure Scotland, References</td>
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## PERSON SPECIFICATION 2012 – DENTAL SHO in Scotland

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td>Primary registerable dental qualification with the GDC</td>
<td>Part 1 MFDS/MJDF/ MFD</td>
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<td></td>
<td><em>(application/ longlisting)</em></td>
<td>Additional relevant qualifications (e.g. MSc, PhD, intercalated BSc, MFDS/MJDF/ MFD)</td>
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<td></td>
<td></td>
<td>Academic distinctions</td>
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<td></td>
<td></td>
<td><em>(application/ shortlisting)</em></td>
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<tr>
<td><strong>CLINICAL SKILLS</strong></td>
<td>Evidence of basic current dental skills and a patient centred approach</td>
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<td></td>
<td><em>(interview/ scenarios)</em></td>
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### PERSON SPECIFICATION 2012 – DENTAL SHO in Scotland

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
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<tr>
<td>Evidence of recent, sound and relevant postgraduate clinical experience at time of application</td>
<td><strong>Sufficient postgraduate experience including Primary Dental Care (application/ shortlisting)</strong></td>
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<tr>
<td>(application/ shortlisting/ interview)</td>
<td>Candidate who have more than 2 years as a dental SHO by August 2012 should provide robust justification on application form and at interview (application, interview)</td>
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<td>No unexplained periods away from clinical dentistry (application, interview)</td>
<td>Due to the training nature of these posts applicants with no previous SHO experience will be given preference (shortlisting)</td>
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<tr>
<td>Please note that applicants should be on target for satisfactory completion of Dental Foundation Programme or equivalent by 31/07/2012.</td>
<td><strong>OMFS posts only:</strong> Evidence of experience in Oral Surgery/Oral and Maxillofacial Surgery Resident On-Call experience (application/ interview) (to be scored at interview only)</td>
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<tr>
<td></td>
<td><strong>Presentation experience</strong> (application/ shortlisting/interview)**</td>
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</table>
### PERSON SPECIFICATION 2012 – DENTAL SHO in Scotland

| KNOWLEDGE | Understanding of clinical review, audit, quality improvement *(application/ interview)*  
|           | Understanding of risk management *(e.g. cross-contamination)* *(interview/ scenario)*  
|           | Involvement or completion of Audit project *(application/ shortlisting/ portfolio)*  
|           | Evidence of participation in research *(other than as UG elective)* *(application/ shortlisting/ portfolio)*  
|           | Publications *(application/ shortlisting/ portfolio)*  
| TRAINING  | Evidence of continuing professional development *(portfolio)*  
|           | Relevant courses *(interview)*  
| ATTITUDES & ATTRIBUTES | Demonstrable good verbal, written, interpersonal and IT communication skills  
|           | Ability to demonstrate skills in written and spoken English evidenced by one of the following:  
|           | - Undergraduate qualification undertaken in English; or  
|           | - Having the following IELTS scores - Overall 7.0, or equivalent qualification (as stipulated by the GDC)  
|           | If candidates believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence.  
|           | Understands personal strengths and weaknesses *(interview)*  
|           | Evidence of leadership, organisational skills and ability to motivate others *(interview)*  
|           | Ability to deal with patient complaints *(interview/ scenario)*  

### PERSON SPECIFICATION 2012 – DENTAL SHO in Scotland

| (application/ shortlisting/ interview/ scenarios) |  
| Evidence of teamwork  
| Evidence of self-motivation  
| Understanding of professionalism  
| Awareness of the role of Dental SHO (interview)  
| Willingness to engage in educational process (portfolio & interview) |  

#### OTHER

| OMFS SHO posts only:  
| Full driving licence or ability to arrange alternative transport to meet requirements of the post (application) |  

#### PRE-EMPLOYMENT CHECKS

| Disclosure Scotland - PVG/ OHS  
| References |
# TERMS AND CONDITIONS OF SERVICE

The conditions of service are those laid down and amended from time to time by the Hospital and Medical & Dental Whitley Council.

<table>
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<tr>
<th>TYPE OF CONTRACT</th>
<th>Fixed Term</th>
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<tr>
<td>GRADE AND SALARY</td>
<td>£ 27,936   £ 38,896 per annum (pro rata)</td>
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<tr>
<td></td>
<td>New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer.</td>
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<tr>
<td>HOURS OF DUTY</td>
<td>Full Time 40.00</td>
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<tr>
<td>SUPERANNUATION</td>
<td>You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension. Employee's contributions to the NHS Scheme are Tiered based on your earnings and the employers contribution equates to 13.5 % of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available. A Personal Pension is a private arrangement agreed with the pension provider that will be an organisation such as a Bank, Building Society or Insurance Company.</td>
</tr>
<tr>
<td>REMOVAL EXPENSES</td>
<td>Assistance with removal and associated expenses may be given and would be discussed and agreed prior to appointment.</td>
</tr>
<tr>
<td>EXPENSES OF CANDIDATES FOR APPOINTMENT</td>
<td>Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application or refuse an offer of appointment.</td>
</tr>
<tr>
<td>TOBACCO POLICY</td>
<td>NHS Greater Glasgow and Clyde operate a No Smoking Policy in all premises and grounds.</td>
</tr>
<tr>
<td>DISCLOSURE SCOTLAND</td>
<td>This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.</td>
</tr>
<tr>
<td>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</td>
<td>NHS Greater Glasgow and Clyde (NHSGGC) has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS GGC they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under not circumstances will they</td>
</tr>
</tbody>
</table>
be allowed to commence until the right to work in the UK has been verified. ALL applicants regardless of nationality must complete and return the Confirmation of Eligibility to Work in the UK Statement with their completed application form. You will be required provide appropriate documentation prior to any appointment being made.

### REHABILITATION OF OFFENDERS ACT 1974

The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Greater Glasgow and Clyde. Any information given will be completely confidential.

### DISABLED APPLICANTS

A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. NHS Greater Glasgow and Clyde guarantees to interview all applicants with disabilities who meet the minimum criteria for the post. You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.

### GENERAL

NHS Greater Glasgow and Clyde operates flexible staffing arrangements whereby all appointments are to a grade within a department. The duties of an officer may be varied from an initial set of duties to any other set, which are commensurate with the grade of the officer. The enhanced experience resulting from this is considered to be in the best interest of both NHS Greater Glasgow and Clyde and the individual.

### EQUAL OPPORTUNITIES

The postholder will undertake their duties in strict accordance with NHS Greater Glasgow and Clyde’s Equal Opportunities Policy.

### NOTICE

The employment is subject to three months’ notice on either side, subject to appeal against dismissal.

### MEDICAL NEGLIGENCE

In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.
FURTHER INFORMATION

For further information on NHS Greater Glasgow and Clyde, please visit our website on www.show.scot.nhs.uk

View all our vacancies at www.nhsggc.org.uk/medicaljobs

Subscribe to our Medical Jobs Vacancy Bulletin Click Here

Register for Text Alerts for medical vacancies – email your mobile number and the grade and specialty you are interested in to gg-uhb.medicaljobs@nhs.net

Applicants wishing further information about the post are invited to contact the Hospital Training Team on 0141 211 9711 for Dental Hospital post or Mr Colin Maciver on 0141 232 7509 for OMFS positions. Rennie on 0141 211 9711, with whom visiting arrangements can also be made.

HOW TO APPLY

To apply for these posts please include your CV and names and addresses of 3 Referees, along with the following documents; (click on the hyperlinks to open)

Medical and Dental Application and Equal Opportunities Monitoring Form

Declaration Form Regarding Fitness to Practice

Immigration Questionnaire

Alternatively please visit www.nhsggc.org.uk/medicaljobs and click on the “How to Apply” tab to access application for and CV submission information.

RETURN OF APPLICATIONS

Please return your application by email to nhsggcrecruitment@nhs.net or to the recruitment address below;

Medical and Dental Recruitment Team
NHS Greater Glasgow and Clyde
Recruitment Services, 1st Floor
Modular Building, Gartnavel Royal Hospital
1055 Great Western Road
GLASGOW
G12 0XH

CLOSING DATE

The closing Date will be Noon 8th February 2013