

# Job Description & Person Specification –

A summary of the role responsibilities and person specification

## Why Our Trust?

### Terms and conditions

**Post – Fellow in Cleft Lip and Palate Surgery**

**Band/Grade – Senior Registrar**

**Division – Surgery**

**Salary – £42,969.00**

**Department/Location – South West Cleft Services, Bristol**

**Hours of work – 40**

**Contract length – 12 months**

**Reporting to – Mr. Shaheel Chummun, Consultant Cleft and Plastic Surgeon**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

**The appointment will be subject to the Terms and Conditions of Service of Trust Grade Doctors (2017) and may be subject to amendment”**

### GMC Sponsorship/Visa Information

### What you'll love about working here

**We are outstanding!** The CQC rated the organisation as Outstanding for services being caring and well-led. The Trust was the first in the country to go from Requires Improvement to Outstanding in 2017, and is now the first to do this and then retain this rating. The Trust is currently one of only seven in the country to have been rated Outstanding twice, and one of only three general acute Trusts to achieve this.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

### Diversity & Inclusion

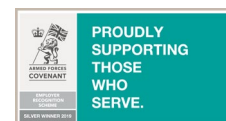
A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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An excellent opportunity has arisen to provide a 12 months fellowship in Cleft Lip and Palate Surgery, following an exciting collaboration between The South West Cleft Services, The Cleft Collective and Craniofacial Australia.

The **South West Cleft Services**, based at the University Hospital North Bristol and Weston NHS Trust in Bristol, is one of the 9 national cleft centres that caters for patients with cleft lip and palate from the South West of England. We are accredited to provide the whole spectrum of care for patients with cleft lip and palate, including surgery, psychology, speech therapy, dental and orthodontic care and specialist cleft nurse support. The hub unit at Bristol accepts referrals from the South West of England. Outreach Clinics take place in Gloucester, Taunton, Exeter, Plymouth and Truro throughout the year. We treat 70+ new babies per annum and also have a significant caseload of children and adults with non-cleft related VPD (velopharyngeal dysfunction). We host specialist clinics for children and adults with 22q11 deletion and well as regular nasendoscopy and videofluoroscopy speech investigation clinics. We also manage a constant case load of patients with facial deformity and have an ever-increasing case load of patients with craniofacial deformities.

The **Cleft Collective**, with its offices based in Bristol as well, is an ambitious ongoing longitudinal cohort study in which babies and young children born with cleft lip and/or palate are being recruited from clinical services across all UK regional cleft centres. The study addresses key concerns of parents, as identified from work with the James Lind Alliance, specifically:

- What caused my child's cleft?
- What are the best treatments for my child?
- Will my child be ok as he/she grows up?

Over 9000 participants have been recruited to date from 3000 families, consisting of affected children and their parents and siblings. Biological samples (tissue from the affected child, collected during surgery; saliva from relatives) have been collected and genotyped to provide genetic data, while clinical data from surgeons, speech and language therapists and audiologists are being collected from the UK specialist centres and parent participants. It is

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anticipated that the data collected will assist in identifying the causal pathway for cleft, including both genetic and environmental risk factors, and also to determine the impact of intervention.

**Craniofacial Australia**, based in Adelaide, Australia, is a foundation that has a well proven track record supporting research and clinical excellence at the Australian Craniofacial Unit over the last 40 years.

## Aim of the Cleft Fellowship

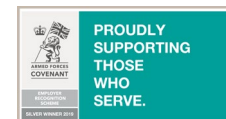
The aim of the fellowship is to provide senior trainees with all the required surgical training and research facilities to enable them to take up posts, either nationally or internationally, as consultant cleft lip and palate surgeons. The fellowship will rely on the achievement of 5 core competencies, namely patient care, interpersonal and communication skills, scholar and teacher, professionalism and leadership.

## Arrangement for leave

This is arranged by mutual agreement of Specialist Registrar and Consultant colleagues and approval of the Clinical Lead, in accordance with standard Trust/NHS regulations. It is essential that six weeks' notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery. This includes all forms of leave.

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## Job Purpose

The fellowship is designed for senior trainees in Plastic Surgery, ENT or Maxillofacial Surgery, who have completed their higher surgical training and have passed the appropriate Intercollegiate Specialty Examinations. The trainees will have demonstrated a clinical and an academic commitment to cleft surgery. This is a 12 months programme that is geared to provide the Fellow with the required knowledge, skills and attitude to start independent practice as a consultant cleft surgeon within a multidisciplinary cleft team. Overseas candidates should have similar experience and have passed the relevant examinations.

## Main duties & responsibilities

### **Cleft clinics**

The Fellow will attend all the multidisciplinary clinics based at the hub unit based in Bristol. There will also be opportunities to attend peripheral clinics, speech investigation clinics and cleft audit clinics. All aspects of the management of the patient with cleft lip and palate will be covered, including antenatal counselling, new baby assessment, assessment for speech surgery, structured audit and follow up, combined orthodontic and maxillofacial clinics, and adult clinics.

### **Operative Surgery**

The Fellow will attend operating lists at The Bristol Royal Hospital for Children and at The Bristol Royal Infirmary to achieve competence, including the management of complications, in the techniques of primary and secondary cleft surgery standardised in the unit. The Fellow will fully participate in pre- and post-operative care of patients on the operating lists that he or she attends, including list planning and discharge and follow up planning.

### **Research Responsibilities**

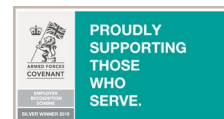
The Fellow will join the research team at The Cleft Collective and spend 1.5 days undertaking research. A research project will be allocated to the Fellow at the start of the fellowship, following discussion with the research team at The Cleft Collective and the clinical supervisors at The South West Cleft Services. The fellow will be expected to attend and present clinical research at international meetings, such as the Craniofacial Society of Great Britain and Ireland, and The Royal Australasian College of Surgeons Annual Conference. It is expected that the research undertaken will lead to a publication in a peer-reviewed journal.

### **Teaching**

The Fellow will be expected to contribute to the teaching of undergraduate medical students, core surgical trainees and higher surgical trainees on a regular basis either through lectures or tutorials. He or she will also participate in the development of teaching materials.

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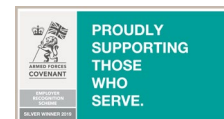
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		Site	Activity	Frequency/ Month	Consultant
<b>Monday</b>	<b>AM</b>	UHBW	Theatre	4	SC/ ARC
	<b>PM</b>	UHBW	Theatre	4	SC/ ARC
<b>Tuesday</b>	<b>AM</b>	Cleft Collective	Research	4	CC Team
	<b>PM</b>	Cleft Collective	Research	4	CC Team
<b>Wednesday</b>	<b>AM</b>	UHBW	Theatre	4	SC
	<b>PM</b>	Cleft Collective	Research	4	CC Team
<b>Thursday</b>	<b>AM</b>	UHBW/ Regional	Clinic	2/2	SC/ ARC/ SAD
	<b>PM</b>	UHBW/ Regional	Clinic	2/2	SC/ ARC/ SAD
<b>Friday</b>	<b>AM</b>	Gloucester/ UHBW	Clinic/ Theatre	1/3	SC
	<b>PM</b>	Bristol	Personal Study	4	

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## Personal Specification -

E = Essential / D - Desirable

### Knowledge and Experience

- Appropriate level of clinical knowledge
- Shows knowledge of evidence-informed practice
- Shows awareness of own limitations
- Demonstrates breadth of experience and awareness in and outside specialty
- Information Technology skills
- Attendance at non obligatory training courses
- Demonstrated experience in cleft lip and palate surgery above standard training level

### Skills and Abilities

- Good manual skills and hand / eye co-ordination
- Experience of clinical risk management
- Competent to work without direct supervision where appropriate
- Clear, logical thinking showing an analytical/scientific approach
- Experience and ability to work in multi professional teams
- Particular skill in the field of cleft lip and palate surgery
- Attendance at relevant courses

### Additional & Aptitudes

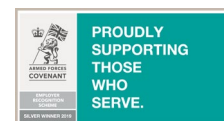
- Ability to prioritise clinical need
- Ability to organise oneself and own work
- Active involvement in audit
- Research experience, presentations, publications, prizes and honours
- Paper / presentation at a national or international meeting or published in a peer review journal
- Evidence of teaching experience
- Enthusiasm for teaching; exposure to different groups / teaching methods

### Qualifications and Training

- MB BS / MB CHB or equivalent
- MRCS
- Intercollegiate Specialty Examination (Plastic Surgery/ ENT/ OMFS) or equivalent

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## Additional information specific to the role

For further information, please contact Mr Shaheel Chummun, Consultant Cleft and Plastic Surgeon, South West Cleft Services ([shaheel.chummun@uhbw.nhs.uk](mailto:shaheel.chummun@uhbw.nhs.uk))

## Non-clinical training and responsibilities:

## Job Description completed/reviewed by:

Managers name:

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review. The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.

## About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

In addition to a common mission and vision, we share our Trust values: **Respecting everyone, Embracing change, Recognising success and Working together.**

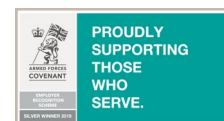
## Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System
- Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use

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## Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovate their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

## Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

## Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

***University Hospitals Bristol and Weston NHS Foundation Trust is 'Smoke Free'. Smoking of tobacco is not permitted on any of our hospitals sites***

## Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

## Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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