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| **Cleft clinical fellow** |

**Available from …**

**Medical Staffing Department**

**Box 154**

**Cambridge University Hospitals NHS Foundation Trust**

**Cambridge Biomedical Campus**

**Hills Road**

**Cambridge CB2 0QQ**

Tel: 01223 586934

**Fax: 01223 586968**

**The Department of Cleft Lip and Palate**

**Job description:**

* To take an active role in Cleft Lip and Palate Surgery.
* To work closely with Mr. PN Hall, Mr T Ahmad, Miss L Treharne and Miss K Moar in the management of patients referred to the Cleft Lip and Palate MDT.
* To actively manage Cleft In-patient Services including ward rounds, preadmission and theatre lists.
* To develop operative and outpatient skills
* To provide a general on-call service for Addenbrooke’s Hospital in the successful candidates chosen specialty where this is appropriate and can be arranged.
* Participation in medical audit, research, continuing medical education and medical governance.
* This is a service based position although some training will be provided.

The post is based at Addenbrooke’s Hospital, Cambridge. It offers StR experience and Sub-speciality level experience in Cleft Lip and Palate Surgery (OMFS/Plastic Sugery/ ENT). Candidates should be of StR or post CCT level (or equivalent) and it is desirable that they have at least 4 years’ experience in a Specialist Registrar type 1 and hold the FRCS/MRCS and be eligible to take or have obtained the intercollegiate exit examination or equivalent at time of interview, although an exceptional candidate earlier in training may be considered. Candidates can come from any of the parent specialties approved for sub-speciality training in Cleft Lip and Palate Surgery (ENT, Maxillo-facial Surgery or Plastic Surgery). Candidates applying from overseas should have equivalent experience in and be eligible to take an exit exam in their parent specialty.

The placement offers experience in a nationally recognised Cleft Lip and Palate Unit. The successful applicant will work closely with Per Hall, Tariq Ahmad, Linda Treharne and Kanwalraj Moar in theatre and outpatient clinics. The successful applicant will be expected to participate in the research and teaching programs.

The Unit accepts referrals from most of Eastern region with the exception of Essex. Outreach Clinics take place in each of Norwich, Ipswich, Peterborough, Bedford, Northampton, Kettering and Luton. To date we have a database with 2000 patients since the unit’s inception following the CSAG report on Cleft Care in the UK. We treat 85-90 new babies per annum. We are one of 10 UK centres approved for treating patients with Cleft Lip and Palate and are forming part of a tri-centre audit group with Great Ormond Street/Broomfield and Guys/St Thomas’ teams.

**Staffing: NHS and Academic**

## Addenbrooke’s based Cleft Team

* Mr PN Hall FRCS(Plast) Plastic Surgeon
* Miss L Treharne FRCS(Plast) Plastic Surgeon
* Mr TA Ahmad MA FRCS(Plast) Plastic Surgeon
* Mr P.R. Axon MD FRCS ENT Surgeon
* Miss K Moar BDS FRCS(OMFS) Maxillofacial Surgeon
* Dr L Preston Consultant Paediatrician
* Miss RJ Rimes Consultant Orthodontist
* Lucy Southby Lead Speech and Language Therapist
* Mrs M Lindrup Cleft Lead Nurse
* Dr H Davies Clinical Psychologist
* Mrs V Parfect Audiologist

**Intermediate grade staff**

* 5 Specialist Registrars in Plastic Surgery
* 6 SHOs in Plastic Surgery

**Management staff – Addenbrooke’s**

Operations Manager, Women’s and Children’s Services: Mrs Amanda Cahn

Network Manager: Miss Elisabeth Kerley

Surgical Lead for Cleft: Mr PN Hall

**Duties of this post**

Clinical

* Assist Theatre Lists (up to 24 Mondays, 52 Wednesdays, 52 Thursdays, 12 Fridays – max 140 per year, likely 112 minus BH and leave), cover lists as experience allows
* Manage inpatients on admission, wards rounds, discharge plus associated paperwork
* Oversee preadmission by CNS/ junior medical staff
* On-call in parent speciality
* Potential to work closely with Orthodontic Cleft Fellow to work up Orthognathic cases in terms of lab and clinic prep. This would facilitate use of theatre lists.
* Attend/ facilitate/ run CCLs and PIC

Administrative

* Audit and Research with presentations at TriCentre and CFSGBI
* M&M presentations, Complications at Governance Meetings
* Teaching of Junior Medical Staff, Medical Students and Associated Specialities
* Run Annual Cleft.Net.East Regional Study or Training Day
* Participation in working groups such as Transition Group and Coding
* Help write Protocols and work with EPIC

**TIMETABLE**

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|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| **AM** | **Theatre****(TA/KM)****Or** **Peripheral clinic** | **Cambridge Cleft Clinic** **Weeks 1,2,3** **Palatal Investigation Clinics 2,3****Audit clinic 4,5** | **Theatre (PNH/LT)** | **Theatre (TA/KM)** | **Theatre(KM) 2****Research****Or Peripheral clinic 1,3,4,5** |
| **PM** | **Theatre (TA/KM)****Or** **Peripheral clinic** | **Palatal Investigation Clinics 2, 3****Orthognathic Clinics 1,4****Audit Clinic 5** | **Theatre (PNH/LT)** | **Theatre (TA/KM)** | **Theatre(KM) 2****Research** **or Peripheral clinic 1,3,4,5** |

In addition attending outreach clinics on an adhoc basis would be arranged to experience MDT working in the spoke setting.

**Teaching and Training**

The appointee will have responsibility for carrying out teaching

Cambridge University Health Partners, the academic health sciences centre, in conjunction with the Institute of Continuing Education at The University of Cambridge are pleased to offer a one year Postgraduate Certificate in Clinical Medicine to all clinicians employed in Cambridge. Further details and registration: [www.ice.cam.ac.uk/ClinMed](http://www.ice.cam.ac.uk/ClinMed)

**Study and Research**

The applicant is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the appointee will be entitled to apply for a contribution to funding of this activity.

##### Undergraduate Education

Clinical students from Cambridge Medical School are regularly on site. The Trust is committed to undergraduate education.

**Arrangements for Leave**

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

Description of Department

The department, which is based at both Addenbrooke’s Hospital, covers a population of approximately 5 million. It provides for the management of all aspects of Cleft Lip and Palate surgery including a significant non Cleft Velo-Pharyngeal Incompetence workload.

The department has a high national profile and regularly contributes papers to the Craniofacial Society of Great Britain Annual Conference.

As one of 9 national Cleft centres covering a population of 5 million, the department is able to manage paediatric and adult referrals.

The unit is progressive in its approach to new ideas. Clinical Nurse practitioners play an important role in the management of Cleft babies, children, adolescents and adults and we are trying to champion the causes of each age group.

We work closely with the departments of medical photography, audiology and foetal medicine.

#### **Facilities at Addenbrooke’s Hospital**

The Cleft Unit admits patients to either the dedicated paediatric ward in its own area within Plastic Surgery and Adults to either the Maxillo-facial or Plastic Surgery parts of a newly built treatment centre block. There is access to NICU, PICU & ITU facilities.

The operating theatre is provided with a dedicated operating microscope for Cleft linked to the latest digital video facilities. Parallel operating with the ENT department ensures otological management of Cleft Cases can take place simultaneously.

Outpatient facilities on site enable a full multidisciplinary clinic room, further consulting rooms for separate assessments by speech and language and psychology. A pre- admission clinic running in parallel on clinic days requires input from the cleft trainee.

General clinics are held on the Addenbrooke’s site and at peripheral facilities as detailed above. All surgery is done on Addenbrooke’s Hospital site.

# FURTHER INFORMATION AND VISITING

Applicants requiring further information about this post are invited to contact:

Miss Kanwalraj Moar 01223 274366 kanwalraj.moar@addenbrookes.nhs.uk

Mr.PN Hall 01223 274366 per.hall@addenbrookes.nhs.uk

**PERSON SPECIFICATION**

**Post: Clinical Fellow**

**Department: Cleft Lip and Palate**

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Education / Qualifications** | MRCS/MRCP/MRCPath or equivalent qualification (Higher or Snr CF only)Full Registration and a Licence to Practice with the General Medical Council | ATLS/ALS Course (specialty specific)CCrISP (specialty specific) Presentations/PublicationsMRCS/MRCP/MRCPath or equivalent qualification (for Core CF only) |
| **Experience** | Completion of Foundation Competencies (Core CF)Completion of a Core Surgical/Medical/ Acute Care Training Programme or equivalent (Higher CF)Completed a minimum of two years Specialty Registrar or equivalent training in … in the UK or equivalent (Higher – maybe!)Completion of Specialty Registrar training in … in the UK or equivalent with CCT including …years within … (Snr)Able to deal with general emergency admissions (on-call)Logbook indicating validated experience of appropriate range and number of clinical procedures. | Completed a minimum of two years Specialty Registrar or equivalent training in … in the UK or equivalent (Higher – maybe!)Completion of Specialty Registrar training in … in the UK or equivalent with CCT including …years within … (Snr) |
| **Skills / Ability / Knowledge** | Basic surgical skills and patient care (surgery specific)Competence in pre-operative and post-operative management of general surgical patients (surgery specific)Good organisationAbility to organise own learning and time | Basic computer skills including Microsoft word and Outlook |
| **Qualities / Attributes** | Ability to work as part of a teamAbility to keep good medical records and communicate with other hospital departments and primary careAbility to understand and communicate with patients and colleagues | Ability to undertake research projects and auditShow interest in investigative, audit and research work outside immediate clinical responsibility. |
| **Other requirements** | The applicant must have demonstrable skills in listening, reading, writing and speaking in English that enable effective communication about medical topics with patients and colleagues, as set out in the GMC’s Good Medical Practice (2013).If the Primary Medical Qualification including clinical contact was not carried out using English, applicants must have an academic IELTS score of at least 7.5 in each domain and overall, or demonstrate equivalence by providing evidence of English language skills |  |

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| **General Information** |

**Cambridge University Hospitals NHS Foundation Trust in profile**

Cambridge University Hospitals NHS FoundationTrust (CUH) is a thriving, modern NHS hospital based in Cambridge, England.

The hospital fulfils a number of important functions. It is the local hospital for people living in the Cambridge area, it is a specialist centre for a regional, national and international population, it is the teaching hospital for the University of Cambridge, and it is a world-class centre for medical research.

CUH's is now a flagship NHS hospital having achieved NHS Foundation Trust status in July 2004. It is also working in partnership with the University and their research partners (the MRC and CRUK) to make The Cambridge Biomedical Campus an internationally leading centre for biomedical and translational research.

The hospital already shares its site with a range of other organisations including the University Clinical School, the National Blood Authority, and laboratories funded by the Medical Research Council (MRC), the Wellcome Trust and Glaxo SmithKline, University of Cambridge Hutchison/Cancer Research UK (CRUK) Cancer Centre. The most recent addition is The Medical Research Council’s stunning 270,000 sq ft facility to house the Laboratory of Molecular Biology which opened in May 2013. Building is currently underway on a new global R&D Centre and Corporate HQ for AstraZeneca and coming soon a state-of-the-art building for Papworth Hospital when it relocates to the Campus in 2017.

CUH’s commitment as part of the wider health community is to re-examine, re-evaluate and explore new ways of working: with our partners in health services, social care, and the city; with each other as colleagues; and with patients and the public. The agenda for modernisation drives this commitment; modernisation is not perceived as a separate issue, but rather as something that informs the whole structure, thinking and culture of the Trust.

Our commitment to our patients and our community is as an open, accountable and responsive organisation that fosters patient and public involvement, which we consider is crucial to the development of a modern hospital fit for the 21st century.

We pride ourselves on the teamwork, energy and commitment of our excellent staff – they are our most important assets. Recognising this, we have taken a positive approach to supporting them in their work through schemes to help work-life balance, improvements in the working environment and initiatives to make it easier for staff to explore new career opportunities and to develop professionally and personally.

CUH provides:

* accessible high-quality healthcare for local people
* specialist services for people in the East of England and beyond
* support for education and training in all healthcare staff, and a workplace where all staff have access to continuing learning and personal development
* support for research and development generating new knowledge, leading to improvements in population health and in healthcare delivery
* a contribution to economic growth, sustainable communities and a good quality of life for those we serve

**Cambridge University Hospitals NHS Foundation Trust in detail**

Addenbrooke’s Hospital, part of Cambridge University Hospitals NHS Foundation Trust (CUH) provides emergency, surgical and medical services, and is a centre of excellence for specialist services for liver transplantation, neurosciences, renal services, bone and marrow transplantation, cleft lip and palate reconstruction, treatment of rare cancers, medical genetics and paediatrics. CUH also includes The Rosie Hospital, which provides a full range of women’s and maternity services.

Last year 73,069 men, women and children were treated as inpatients, 102,709 people attended accident and emergency, and there were 574,998 visits to outpatient clinics (2013/14 figures). CUH medical staff hold clinics in 14 different regional hospitals so that patients do not have to travel to Cambridge. Nearly 100 of our Consultants hold some form of joint appointment with a dozen neighbouring hospitals.

CUH is a teaching hospital for medical undergraduates and postgraduates, nurses and students in other clinical professions and has a variety of initiatives to encourage life-long learning’. Many training schemes are in place in our National Vocational Qualification Centre, Postgraduate Medical Education Centre and Learning Centre. Training schemes include cadet schemes in nursing, office technology, science, modern apprenticeships in clinical engineering and supporting training placements for biomedical scientists.

CUH has:

* Around 7500 staff
* An income of around £700 million per annum
* Around 1,000 beds
* Five intensive care units

**Addenbrooke's history**

Addenbrooke's was one of the first provincial, voluntary hospitals in England. The Hospital opened its doors in 1766 with 20 beds and 11 patients. Dr John Addenbrooke, a fellow and former Bursar of one of the Cambridge Colleges, left just over £4500 in his will "to hire and fit up, purchase or erect a small, physical hospital in the town of Cambridge for poor people".

In 1540, two centuries before Addenbrooke's was founded, the Regius Professorship of Physic in the University of Cambridge was founded by Henry VIII. Medical training on a modest scale developed at Addenbrooke's during the late 1700s, and in 1837 (the year of Queen Victoria's accession to the throne) the hospital became a recognised school of medicine.

Addenbrooke's grew rapidly during the 19th and early 20th centuries, as medical science developed. By the 1950s, the hospital was having difficulty accommodating the expansion generated by the introduction of the National Health Service.

In 1959, building began on a new 66-acre site south of Cambridge, and the first phase of the Hospital was opened by Her Majesty the Queen in May 1962. Work continued to provide the majority of Addenbrooke's as we know it today, with a fully-fledged Clinical School being established in 1976.

**History**

1766 Addenbrooke's Hospital was opened in Trumpington Street

1847 The first general anaesthetic using ether at Addenbrooke's was carried out two weeks after it was first used in the USA

1918 Addenbrooke's welcomed its first female medical student

1962 New site on Hills Road was officially opened by the Queen

1966 The first kidney transplant in the NHS was carried out at Douglas House Renal Unit

1968 Professor Sir Roy Calne carried out the first liver transplant in the NHS

1975 The first open heart surgery was carried out at Addenbrooke's

1981 Addenbrooke’s first whole body scanner opened by Prince of Wales

1983 The Rosie Hospital was opened on the Addenbrooke’s Campus

1984 Last patient left the ‘old’ Addenbrooke’s Hospital site in Trumpington Street

1992 Addenbrooke's NHS Trust formed

1995 MRC Cambridge Centre for Brain repair opened by Duke of Edinburgh

2004 Addenbrooke's Hospital becomes a Foundation Hospital as is known as- Addenbrooke’s Hospital Cambridge University Hospitals NHS Foundation Trust

National Centre for pancreatic surgery was opened

2006 Addenbrooke’s Hospital was named one of five National Institute for Health Research comprehensive biomedical research centres

2007 New European headquarters for Cancer Research UK based on the campus were opened by the Queen

2009 CUH and local partners in clinical care, education and research became one of the government’s new academic health science centres, forming an alliance called Cambridge University Health Partners

2009 CUH was named by Dr Foster as one of the country’s best performing trusts for patient safety

2012 CUH is now the designated level 1 Major Trauma Centre for the East of England region

2014 Our new electronic patient record system (EPIC) was implemented at CUH making us the first hospital in the UK to go paperless

**Positioning for the future**

Cambridgeshire is one of the fastest growing counties in the UK and it is estimated that the number of people over 45 years of age will rise by 55% over the next 20 years, and the county will see the continued expansion of research, business and high-tech industries.

Planning is already well advanced for additional capacity to meet this growing local demand. But it is not just a matter of providing extra beds and recruiting extra staff. The hospital needs to ensure high standards of patient care by supporting training and education for staff, and work closely with NHS partners and others to ensure that care is tailored to the needs and expectations of users. This is likely to involve developing some alternatives to hospital-based care.

Another challenge will be to ensure that improvements in clinical facilities keep up with the rapid pace of research investment, and that processes and governance support this growing research activity, some of which involves sensitive ethical, legal and social issues.

CUH contributes to the economic strength of the greater Cambridge area as a major employer and, with our research partners, to the biotechnology sector. As a public benefit corporation, the new NHS Foundation Trust will work in partnership with other local bodies, primarily local authorities and education providers, to support sustainable economic development in the locality.

**Research and development - working for tomorrow's medicine**

Cambridge medical research enjoys an international reputation for excellence, a reputation that extends from the laboratory to the bedside.

A great deal of research is carried out within the hospital. Over 1,000 projects and 400 clinical trials are run by Addenbrooke's staff. Much of the research is clinical and translational, turning basic science into new drugs and new therapies to improve patient care.

The Cambridge Biomedical Campus combines world-class biomedical research, patient care and education on a single site. Now undergoing a major expansion that includes the co-location of companies alongside the existing 12,000-strong community of healthcare professionals and research scientists, the Campus is on track to becoming one of the leading biomedical centres in the world by 2020.

Research activity is supported by the Cambridge NHS Research and Development Consortium consisting of Addenbrooke's Hospital, Papworth Hospital, the Cambridgeshire Mental Health Partnership NHS Trust and Primary Care Trusts, with representation from the Institute of Public Health.

**University of Cambridge School of Medicine**

The University Of Cambridge School of Clinical Medicine is a major centre for biomedical research and education of world leading quality. In the most recent University Funding Council Research Selectivity Exercise Cambridge shared the highest score for any Medical School in the country. Whilst the University of Cambridge has granted medical degrees since at least 1363, the university could not offer undergraduate clinical education until the Clinical School was formally established in 1975 with purpose built accommodation at Addenbrooke’s. In addition to these facilities comprising lecture theatres, seminar rooms and first class medical library, a postgraduate education centre was opened in the Clinical School building in 1980. The most recent HEFC teaching quality assessment of the undergraduate clinical education judged the learning facilities and the teaching in the clinical school to be of the highest quality.

Cambridge University Health Partners, the academic health sciences centre, in conjunction with the Institute of Continuing Education at The University of Cambridge are pleased to offer a one year Postgraduate Certificate in Clinical Medicine to all clinicians employed in Cambridge. Further details and registration: <http://www.ice.cam.ac.uk/mst-clinical-medicine>

**General Information**

Cambridge is one of Britain’s smallest cities but also one of the fastest growing. The Arts Theatre within Cambridge is thriving and there are many musical activities to enjoy. The Fitzwilliam Museum is world famous.

For those with children of school age, there is a full range of public and private education institutions covering all age groups.

Cambridge is served by the national motorway network and regular train services to London King’s Cross or London Liverpool Street have a journey time of less than one hour.

Within CUH, the main concourse offers excellent shopping facilities; an advice centre; Bank; cafés; clothes boutique; dry cleaners; financial advisory services; hairdressing salon; Marks and Spencer Simply Food; newsagent; The Body Shop; gift shop; solicitor and travel agents. There is a Food Court which offers “fast-food”, as well as conventional options 24 hours a day.

In addition the Frank Lee Leisure and Fitness club provides comprehensive facilities for swimming, racquet sports, a multi-sports hall, a floodlit outdoor multi-sports facility, gym and bar facilities.

The Cambridge University Postgraduate Medical Centre has catering facilities as well as the library, lecture theatres and seminar rooms.

Within the University of Cambridge, there is an unrivalled range of educational facilities, diverse cultural, sporting and other leisure activities.

**General Conditions of Appointment**

**The Terms and Conditions of Service for Clinical Fellows are subject to change in accordance with transition timetable provided by NHS Employers as part of the implementation of the new junior doctor’s contract. The Terms and Conditions of Service for Clinical Fellows will remain locally agreed and will be confirmed to candidates on appointment as soon as these are finalised.**

1. This appointment shall be governed by the Terms and Conditions of Service for Hospital Medical and Dental Staff, as amended from time to time, and adhere to Trusts policies and procedures as appropriate.
2. All matters relating to patient’s health and personal affairs and matters of a commercial interest to the Trust are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Breach of Trust policy may result in disciplinary action in accordance with the Trust’s disciplinary procedure. A summary of the Trust’s Confidentiality Policy, Data Protection and IM & T Security Policy are provided in the Staff Handbook.
3. Cambridge University Hospitals NHS Foundation Trust is committed to a policy of Equal Opportunities in Employment. A summary is detailed in the staff handbook. Any act of discrimination or harassment against staff, patients, service users or other members of the public will be subject to disciplinary proceedings which could include dismissal.
4. As an employee of a Trust, you are expected to develop the IT skills necessary to support the tasks included in your post. You will therefore be required to undertake any necessary training to support this. As a user of Trust computer facilities you must comply with the Trust’s IM & T Security Policy at all times.
5. You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (especially in services for which you receive a separate fee) you may not be covered by the indemnity. The Health Departments therefore advise that you maintain membership of your medical defence organisation.
6. The Trust will ensure compliance with the Health and Safety at Work Act 1974.
7. The post is based on a whole time appointment; the salary scale for this appointment is … to … per annum (April … figures). Position on the incremental scale is determined by previous experience.
8. In addition a supplement will be paid for agreed hours of duty within the working pattern as per HSC 2000/031 “Modernising Pay and Contracts for Hospital Doctors and Dentists in Training.”

The Trust is contractually obliged to monitor junior doctors' New Deal compliance and the application of the banding system, through robust local monitoring arrangements supported by national guidance. You are contractually obliged to co-operate with those monitoring arrangements.

1. This post is superannuable and you will be subject to the NHS Superannuation Scheme unless you chose to opt out. The current rate of contribution is 6.5%.
2. The successful candidate will be expected to complete a medical questionnaire and attend the Cambridge Centre for Occupational Health at Addenbrooke’s for clearance of the form. The appointment is conditional upon the following being received prior to the commencement of employment; full occupational health clearance, satisfactory references, evidence of GMC/GDC registration, immigration status and all medical qualification.
3. The Trust requires the successful candidate to have and maintain registration with the General Medical Council and to fulfill the duties and responsibilities of a doctor as set out by the GMC.
4. With the Terms of DHSS Circular (HC)(88) – Protection of Children – applicants are required when applying for this post to disclose any record of convictions, bind-over orders or cautions. The Trust is committed to carefully screening all applicants who will work with children and you will be expected to undertake a 'disclosure' check.

The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.

1. The appointment is conditional upon the following being received prior to the commencement of employment; full occupational health clearance, satisfactory references, evidence of GMC/GDC registration, immigration status and all medical qualification.
2. This post is not recognised for training.
3. Removal expenses will be available to successful applicants within the limits of the Trust policy.

**The Terms and Conditions of Service for Clinical Fellows are subject to change in accordance with transition timetable provided by NHS Employers as part of the implementation of the new junior doctor’s contract. The Terms and Conditions of Service for Clinical Fellows will remain locally agreed and will be confirmed to candidates on appointment as soon as these are finalised.**