OXFORD DEANERY SPECIALTY TRAINING PROGRAMME
IN Clinical Genetics

About Oxford Deanery

The Oxford Deanery covers the counties of Oxfordshire, Berkshire and Buckinghamshire, with Banbury and Milton Keynes in the North, to Reading and Slough in Berkshire and High Wycombe and Aylesbury in the West.

The Oxford Deanery is part of the South Central Strategic Health Authority which serves a large population and covers the regions mentioned above as well as the Wessex Deanery areas of Hampshire and the Isle of Wight. The Oxford Deanery is responsible for the training of some 1500 trainees.

The Oxford Deanery is a relatively small deanery with a defined geographical area which serves as a single unit of application. In the majority of cases successful candidates will be asked to preference their choice of location for either one or two years. Some programmes will require successful candidates to indicate a location and specialty. Future placements will usually be based on individual training and educational needs. Please note that applications are to the Oxford Deanery as a whole. This may mean that you may be allocated to any geographic location within the Oxford Deanery depending on training needs.

The Clinical Genetics Training Programme

The Clinical Genetics training programme is a 4 year programme, starting at ST3. During this time, the trainee’s work will be monitored for satisfactory progress and subject to annual reviews in the form of ARCPs. Progression on the programme will be dependent upon these reviews.

The posts on this rotation have been approved for Specialist Training by the Royal college of Physicians. The posts attract National Training Numbers and provide training towards a Certificate of Completion of Training (CCT).

The Postgraduate Dean has confirmed that this post has the necessary educational and staffing approvals.
The programme is based in several different Trusts throughout the Oxford Deanery so trainees may find themselves employed by any of the following Trusts and placed in any of the following hospitals:

<table>
<thead>
<tr>
<th>Trust</th>
<th>Hospitals and Locations</th>
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<tbody>
<tr>
<td>Oxford Radcliffe Hospitals NHS Trust</td>
<td>The Churchill &amp; John Radcliffe Hospital, Oxford</td>
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<td>Horton General Hospital, Oxford</td>
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<td>Banbury</td>
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<td>Buckinghamshire Healthcare NHS Trust</td>
<td>Wycombe General Hospital, Wycombe</td>
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<td>Stoke Mandeville Hospital, Aylesbury</td>
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<tr>
<td>The Royal Berkshire Hospital NHS Foundation Trust</td>
<td>Royal Berkshire Hospital, Reading</td>
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<td>Great Western Hospital NHS Foundation Trust</td>
<td>Great Western Hospital, Swindon</td>
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<td>Milton Keynes Hospital NHS Foundation Trust</td>
<td>Milton Keynes Hospital, Milton Keynes</td>
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<tr>
<td>Heatherwood and Wexham Park Hospital NHS Foundation Trust</td>
<td>Heatherwood &amp; Wexham Park Hospital, Slough</td>
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<td>Northampton General Hospital NHS Trust</td>
<td>Northampton General Hospital</td>
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<td>Kettering General Hospital NHS Foundation Trust</td>
<td>Kettering General Hospital</td>
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**Rotation Information**

Rotations may at times change in response to clinical need from the Trusts.

**Daily Commitment/Weekly timetable:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>No. of Sessions</th>
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<tbody>
<tr>
<td>Clinics</td>
<td>3</td>
</tr>
<tr>
<td>Work-up of clinic cases</td>
<td>3</td>
</tr>
<tr>
<td>Ward referrals</td>
<td>1</td>
</tr>
<tr>
<td>Departmental meetings</td>
<td>1</td>
</tr>
<tr>
<td>Training and research</td>
<td>2</td>
</tr>
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It is anticipated that the trainee will spend 80% of his/her time within the department itself and 20% on clinical duties elsewhere in the Oxford region (includes all hospitals listed above). In view of the fact that the successful candidate will have to travel between hospitals, access to private transport is required.

The post is for 4 years, subject to review after one year. (Not applicable for locum or academic appointments)

Description of Working Pattern

Normal working week Monday to Friday from 9.00am to 5.00pm each day. Additional time for clinic travel can be accommodated within a 40 hour week.

There is no out of hours on-call commitment for this post. Prospective cover for annual leave and study leave arrangements should be provided by the trainee.

Training

All trainees have an induction programme the length of which depends on previous genetic training. The programme includes sitting in on general and specialist clinics, a laboratory visit and home visits with a genetic nurse/counsellor.

The training is provided in 6 monthly blocks, which include: dysmorphology, general genetics, cancer genetics, neurogenetics, cardiac genetics, cytogenetics & molecular genetics and prenatal genetics. The trainee will be expected to cover peripheral clinics through each block. Speciality clinics such as craniofacial clinics, cleft clinics, endocrine genetics clinics, dermatology clinics, ophthalmology clinics, neurofibromatosis type 1 & type 2 clinics, Marfan clinics, Huntington clinics, Skin cancer clinics, Mitochondrial clinics, etc will be accommodated within these blocks.

The degree of responsibility for patient care and complexity of families counselled gradually increases during the four year programme. If the trainee develops a particular area of interest there is chance to adapt their 3rd/4th year programme to reflect this.

Urgent clinics are carried out weekly and the trainee will be expected to cover these clinics, according to the on-call rota arrangement. The on-call hours are between 9 am and 5pm.

Trust Information

The Clinical Genetics Service for the Oxford Deanery covers the district of the four counties of Berkshire, Buckinghamshire, Northamptonshire and Oxfordshire and the Swindon District of Wiltshire, making a population total of about 3 million.

The main Department of Clinical Genetics is at the Churchill campus of the Oxford Radcliffe Hospitals. The Department houses the clinical geneticists, some of the specialist genetics nurses, administrative and secretarial staff and the genetics library. The regional Cytogenetics and DNA Laboratories are also at the Churchill Hospital. The Northampton clinical genetics team is principally based at Northampton General Hospital.
The trainee will be based at the Churchill Hospital and will travel to peripheral clinics in other trusts on a monthly basis. The trainee will be expected to attend to ward referrals both at the John Radcliffe Hospital as well as the other hospitals listed above.

**Teaching**

Weekly protected teaching time is organised for the trainees. Quarterly regional teaching programmes are organised through the SWOB (south West of Britain) genetics group. Opportunities to attend Dysmorphology club meetings are available. Seminars with external speakers are organised monthly and are a great educational resource. Study leave allows attendance at regional and national genetics educational meetings.

The department has a well stocked genetics library with a wide range of journals and textbooks. On-line access to journals is also available.

Good Library facilities are available at the John Radcliffe Hospital and at other libraries in the Central Oxford Hospitals. Postgraduate medical educational facilities and courses are available.

**Duties of Post**

The post is designed to cover all aspects of clinical genetics training and, although the major components of this will be in clinical duties, specific periods of time will be allocated for the other aspects of training described below.

During the post the specialist trainee:

- Will follow the clinical genetics curriculum
- Gain experience and training in genetic counselling in the clinics run by the department both within Oxford and other hospitals within the counties of Oxfordshire, Berkshire, Buckinghamshire, Northamptonshire and the Swindon District of Wiltshire. Access to independent transport is essential.
- Gain experience in the diagnosis and management of genetically determined disease and congenital malformation syndromes
- Gain an understanding of the use of computers and statistics in medical genetics
- Gain an understanding of the principles and practice of management of a genetic centre within the NHS
- Gain experience in laboratory methods relevant to clinical genetics (cytogenetic, DNA and biochemical investigations), at least to a sufficient standard to provide a sound understanding of their applications
• Gain an understanding of the use and limitations of the new technological advances in genetics

• Gain an academic grounding in genetics by attendance at suitable courses

• Develop or continue his/her own research interest, which could either be clinically or laboratory based

• Demonstrate their competency as specified in the Clinical Genetics curriculum

Teaching

There is no regular teaching commitment with the post but the trainee will be expected to give seminars/lectures on various aspects of clinical genetics to postgraduate and undergraduate medical audiences and to other health professionals e.g. nurses and laboratory staff.

Research:

The post-holder will be encouraged to further develop existing research interests or to initiate a research project as part of their training programme. There are many genetic research groups in Oxford with whom collaborations can be established. Trainees without a higher research degree are encouraged to consider time out of programme to pursue full-time research. In clinical practice, interesting cases worthy of a literature report, are frequently seen and the trainees are encouraged to do this.

Audit:

Participation and completion of audits is a requirement on the Clinical Genetics curriculum and the trainees are expected to participate at both local and regional levels.

Administration:

The trainee will have appropriate secretarial support and designated office space with direct access to a computer. There are four trainees in the department who rotate various administrative or management roles (e.g. representing trainees on department management team, coordinating weekly clinical meetings).

Main Conditions of Service

Appointments to this programme are subject to the Terms and Conditions of Service (TCS) for Hospital Medical and Dental Staff (England and Wales). In addition appointments are subject to:

• Applicants having the right to work and be a doctor or dentist in training in the UK
• Registration with the General Medical Council
• Pre-employment checks carried out by the Trust HR department, including CRB checks and occupational health clearance.

The employing Trust's offer of employment is expected to be on the following nationally agreed terms:
**Hours** – The working hours for junior doctors in training are now 48-hours (or 52-hours if working on a derogated rota) averaged over 26 weeks (six months). Doctors in training also have an individual right to opt-out if they choose to do so, but they cannot opt-out of rest break or leave requirements. However, the contracts for doctors in training make clear that overall hours **must not exceed 56 hours in a week** (New Deal Contract requirements) across all their employments and any locum work they do.

http://www.nhsemployers.org/PlanningYourWorkforce/MedicalWorkforce/EWTD/Pages/EWTD.aspx

**Pay** – you should be paid monthly at the rates set out in the national terms and conditions of service for hospital medical and dental staff and doctors in public health medicine and the community health service (England and Wales), “the TCS”, as amended from time to time. The payscales are reviewed annually. Current rates of pay may be viewed at http://www.nhsemployers.org/PayAndContracts/Pay%20circulars/Pages/PayCircularsMedicalandDental.aspx

**Pay supplement** – depending upon the working pattern and hours of duty you are contracted to undertake by the employer you should be paid a monthly additional pay supplement at the rates set out in paragraph 22 of the TCS. The current payscales may be viewed at http://www.nhsemployers.org/PayAndContracts/Pay%20circulars/Pages/PayCircularsMedicalandDental.aspx. The pay supplement is not reckonable for NHS pension purposes. The pay supplement will be determined by the employer and should be made clear in their offer of employment and subject to monitoring.

**Pension** – you will be entitled to join or continue as a member of the NHS Pension Scheme, subject to its terms and rules, which may be amended from time to time. If you leave the programme for out of programme experience you may have a gap in your pension contributions. More information can be found at http://www.nhsbsa.nhs.uk/pensions

**Annual Leave** – your entitlement to annual leave will be five or six weeks per annum depending on your previous service/incremental point, as set out in paragraphs 205-206 of the TCS. The TCS may be viewed at http://www.nhsemployers.org/PAYANDCONTRACTS/JUNIORDOCTORS/DENTISTS/GPREG/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx

**Sick pay** – entitlements are outlined in paragraph 225 of the TCS.

**Notice** – you will be required to give your employer and entitled to receive from them notice in accordance with paragraphs 195-196 of the TCS.

**Study Leave** – the employer is expected to offer study leave in accordance with paragraphs 250-254 of the TCS. Local policy and procedure will be explained at induction.
**Travel Expenses** – the employer is expected to offer travel expenses in accordance with paragraphs 277-308 of the TCS for journeys incurred in performing your duties. Local policy and procedure should be explained at induction.

**Subsistence expenses** – the employer is expected to offer subsistence expenses in accordance with paragraph 311 of the TCS. Local policy and procedure should be explained at induction.

**Relocation expenses** – the employer will have a local policy for relocation expenses based on paragraphs 314 – 315 of the TCS and national guidance at [http://www.nhsemployers.org/PAYANDCONTRACTS/JUNIORDOCTORSDENTISTS GPREG/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx](http://www.nhsemployers.org/PAYANDCONTRACTS/JUNIORDOCTORSDENTISTS GPREG/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx). You are advised to check eligibility and confirm any entitlement with the employer before incurring any expenditure.

**Pre-employment checks** – all NHS employers are required to undertake pre-employment checks. The employer will confirm their local arrangements, which are expected to be in line with national guidance at [http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Pages/Employment-checks.aspx](http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Pages/Employment-checks.aspx)

**Professional registration** – it will be a requirement of employment that you have professional registration with the GMC for the duration of your employment. Though the post is covered by NHS Indemnity, you are strongly advised to register with the MPS for professional indemnity.

**Health and Safety** – all employers have a duty to protect their workers from harm. You should be advised by the employer of local policies and procedures intended to protect your health and safety and expected to comply with these.

**Disciplinary and grievance procedures** – the employer will have local policies and procedures for dealing with any disciplinary concerns or grievances you may have. They should advise you how to access these, not later than eight weeks after commencement of employment.

**Educational Supervisor** – the employer or a nominated deputy (usually the Director of Medical Education) will confirm your supervisor on commencement.

**General information** on the Deanery’s management of Specialty Training programmes, including issues such as taking time out of programme and dealing with concerns or complaints, is available at [www.oxforddeanery.nhs.uk](http://www.oxforddeanery.nhs.uk) and in the national ‘Gold guide’ to Specialty Training at [http://www.mmc.nhs.uk](http://www.mmc.nhs.uk)