# PERSON SPECIFICATION

<table>
<thead>
<tr>
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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
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<tbody>
<tr>
<td><strong>Education Qualifications &amp; Training</strong></td>
<td>Full registration with GMC</td>
<td>Inter collegiate Specialty FRCS or equivalent</td>
<td>Application Form</td>
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<td>MRCS or equivalent</td>
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<tr>
<td><strong>Experience &amp; Skills</strong></td>
<td>In possession of a training number (NTN)</td>
<td>Involvement in audit</td>
<td>Application Form</td>
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<td>Commensurate with years 4/5 for Oral &amp; Maxillofacial candidates and years 5/6 for Neurosurgery and Plastic Surgery candidates in Higher Specialist Training</td>
<td>Computing skills</td>
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<td></td>
<td>Ability to motivate and develop junior staff</td>
<td>Awareness of clinical governance</td>
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<td><strong>Special Aptitude/Activities</strong></td>
<td>Previous publications and presentation of papers to peers</td>
<td>Commitment to teaching and research</td>
<td>Application Form and Interview</td>
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<td>Ability to motivate and develop junior staff</td>
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<td>Peer review of publications</td>
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<td><strong>Motivations &amp; Disposition</strong></td>
<td>Good patient management and interpersonal skills</td>
<td>Capacity for self appraisal</td>
<td>Interview</td>
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<td>Good communication skills</td>
<td>Enthusiasm</td>
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<td>Ability to work as part of a team</td>
<td>High motivation</td>
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<td><strong>Flexibility</strong></td>
<td>Prepared to meet the developing clinical or emergency needs of the unit</td>
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<td>Interview</td>
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## TIMETABLE

### FOR SPECIALIST REGISTRAR IN CRANIOFACIAL SURGERY

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<thead>
<tr>
<th>AM</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td></td>
<td>Week 1 Adult craniofacial opd</td>
<td>Ward Round</td>
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<td>Study</td>
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<td></td>
<td>Adult Craniofacial list</td>
<td>MDT meeting</td>
<td>BCH Craniofacial operating list all day</td>
<td>BCH Craniofacial operating list all day</td>
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<td>University Hospital</td>
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<td></td>
<td>Weeks 3,4,5 Craniofacial opd at BCH</td>
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<tr>
<td>PM</td>
<td>Week 2 Adult craniofacial list</td>
<td>Audit, data collection, MDT preparation</td>
<td>Study</td>
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<td>Adult Craniofacial list</td>
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<td>University Hospital</td>
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<td></td>
<td>Weeks 1,3,4,5 Craniofacial opd at BCH</td>
<td>Journal club Every 6 weeks</td>
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**Weeks 2, 3, 4, 5**
This is a higher surgical training post which has educational approval from the Specialist Advisory Committees of the 3 surgical specialties most directly involved with craniofacial surgery, namely Neurosurgery, Oral and Maxillofacial Surgery and Plastic Surgery. The Post is intended for a trainee from any one of these 3 specialties who has definite interest in craniofacial surgery and who wishes to gain further sub-specialty training towards the end of higher surgical training. The appointment will be for 12 months.

The West Midlands Craniofacial Unit was established in 1978. In 1988 the Unit was recognised, funded and designated as a Supra-regional centre for craniofacial surgery by the Department of Health. It is one of four such centres in England and Wales. A full range of craniofacial conditions are treated both in adults and in children with an emphasis on paediatric congenital abnormalities. The management of complex trauma and skull base tumours of the craniofacial region is also undertaken by this specialist team.

General Information

Birmingham is a progressive, modern city with a population approaching one million, and forming part of a large conurbation of about 2.5 million. The city has excellent road and rail links and its airport is currently the fastest growing in the country.

A host of social, cultural and sporting activities and entertainments are readily available within easy travelling distance. The International Convention Centre is the largest in Europe and includes a new concert hall for the City of Birmingham Symphony Orchestra. Nearby are the National Indoor Arena, Town Hall, Museum and Art Gallery and the City Library - itself one of the largest in Europe. There are 3 professional theatres in the city, and Stratford upon Avon is only 30 miles distant.

On the outskirts of the city is the National Exhibition Centre which, besides being the regular home of many large national and international exhibitions, is also the venue for an increasing number of sports and entertainment events of note.
The Hospitals:  
Birmingham Children’s Hospital NHS Trust  
The University Hospital Birmingham NHS Trust  
(The Queen Elizabeth Hospital)

The Birmingham Children's Hospital NHS Trust comprises of:

The Diana, Princess of Wales Children’s Hospital, Birmingham  
Community Paediatric services for the Southern part of the city  
Child and Adolescent Mental Health Services for the whole of the city

The Children's Hospital moved to a new site at Steelhouse Lane in the centre of the city in May 1998. This marked the culmination of a long history of planning for a new hospital to replace the outdated and overcrowded facilities at its previous home in Ladywood. The relocation involved a £30 million redevelopment of the previous Birmingham General Hospital site and has created a large, multidisciplinary dedicated Children's Hospital with a capacity exceeding 300 beds. Re-development included the construction of a new three-story block which houses radiology, a 20-bed intensive care unit and 4 of seven operating theatres. A paediatric burns unit has recently been opened. In addition to upgraded clinical facilities the site includes a parent accommodation block (Edward House), the James Brindley Hospital School and a new education centre. Further operating theatre expansion is planned.

Although the Children's Hospital is the site of the Trust's management base, the Trust provides community services at a number of sites around the city including a new Child Development Centre at the Maas Road Child and Family Centre in Northfield, the Jack Ashley Centre in Edgbaston, and the Oaklands Centre in Selly Oak.

The Trust provides secondary and tertiary level paediatric services for the child and adolescent population of much of the city of Birmingham, both in the hospital and through its community and clinical support services. It is also the regional referral centre for the West Midlands region (population 5.2m) and many of its specialist service extend their referral base beyond the regional boundaries.

In addition to general paediatric medicine, general paediatric surgery and community paediatrics, the clinical services provided by the Trust include: Accident and Emergency Medicine; Anaesthetics and Intensive Care; Bone Marrow Transplantation; Cardiology and Cardiac Surgery; Child and Adolescent Mental Health; Clinical Psychology; Dermatology; Endocrinology and Diabetes; ENT Surgery; Audiology and Cochlear Implantation; Gastroenterology and Clinical Nutrition; Haemophilia; Hepatology; Inherited Metabolic Disease; Neonatal Surgery; Nephrology including Haemodialysis and Renal Transplantation; Neurology; Neurosurgery; Non Malignant Haematology; Oncology; Ophthalmology; Orthopaedic and Trauma Surgery; Paediatric Dentistry; Plastic Surgery; the regional Cleft Lip and Palate Service; Rehabilitation; Respiratory Medicine and Cystic Fibrosis; Rheumatology; Thoracic Surgery.

The Children's Hospital is also a designated Supra-Regional Centre for Craniofacial Surgery, Complex Liver Disease and Liver Transplantation and paediatric small bowel transplantation.

The Trust is a major contributor to the teaching programme of the University of Birmingham Medical School and has close ties with the Health Care Faculty at the University of Central England.
The University Hospital Birmingham NHS Trust

The University Hospital Birmingham NHS Trust brings together the Queen Elizabeth Hospital and Selly Oak Hospital into a comprehensive hospital complex on 2 sites, formerly the South Birmingham Acute Unit. The University Hospital Birmingham NHS Trust is a major teaching Hospital closely linked with the University of Birmingham. The Regional and Supra-regional services are largely based at this hospital site including Cardiac, Renal, Liver and Kidney transplantation, Neurosurgery, Haemophilia and Craniofacial services. In-patient services incorporating ENT and Maxillofacial Surgery (Head and Neck) services are also provided at this site. The new Queen Elizabeth Hospital opens on the University site in Summer 2010.

Selly Oak Hospital is a large General Hospital with major specialties, including General Medicine. A state of the art Accident & Emergency and Trauma Unit and Regional Burns and Plastic Surgery Unit was opened at Selly Oak, replacing the South Birmingham Trauma Unit which was part of the former General Hospital Birmingham. This new unit includes a Major Injuries Unit and Regional Burns and Plastic Surgery Unit. The hospital is also the Centre for Defence Medicine and receives casualties from areas of conflict around the world. This unit will close as the new QE hospital opens.

The Queen Elizabeth Medical Centre also includes the Birmingham Maternity Hospital, which houses the Regional Neonatal Unit and the new Queen Elizabeth Psychiatry Hospital.

There is a modern postgraduate medical centre which has a well-stocked library, modern audio-visual equipment and the usual study facilities. There is ready access also to the comprehensive library and facilities at the Medical School and Dental School (which is next to the Children’s Hospital).

The Schools of Nursing and Physiotherapy are onsite and the School of Radiography nearby. Other departments onsite include, the Regional Radiation Physics and Protection Service and the Wolfson Research laboratories. Housed in the Wolfson building, together with the research laboratories, is the Queen Elizabeth’s computer department.

The site of the Queen Elizabeth Medical Centre and the University campus at Edgbaston are situated in a very pleasant part of Birmingham. The Morris Centre Club at the QEMC provides excellent recreation facilities for staff including squash and tennis courts, swimming pool, solarium and social club bar.

The University Hospital Birmingham NHS Trust (Queen Elizabeth) MaxilloFacial Department

The Department of Maxillofacial Surgery is managed within the ENT/Maxillofacial Directorate. The Trust provides all components of a fully comprehensive Oral and Maxillofacial Surgery service: district Oral and Maxillofacial services, a Supra-Regional Craniofacial Surgery service (in partnership with the Birmingham Children’s Hospital), a skull base cancer service, intra and extra-oral implant expertise and nationally renowned laboratories. The unit also provides the facilities for the primary dental care of high risk patients, eg those who are immunocompromised and haemophiliacs.

A new purpose built outpatient department has recently been opened, housing specialist ENT and Maxillofacial facilities.
The University Hospital Birmingham NHS Trust (Queen Elizabeth) Neuroscience Centre

This purpose-built and self-contained Centre includes 2 neurosurgical wards, a Neuro-intensive care unit, with dedicated neurosurgical operating theatres, an Image Centre, including MRI, CT scanning and angiography, a Neuro-physiology Unit, Neuro-pathology, a Neuro Out-patients suite and an Education Centre comprising an up-to-date library and seminar room. The directorate of neuroscience administers the running of this Centre and is represented on the Hospital’s Management Board.

The adult monthly craniofacial operating list takes place in a neurosurgery theatre and uses the wards and intensive care facilities.

The University of Birmingham

Academically, the University is organised into 7 Faculties, one of which is the Faculty of Medicine and Dentistry. This Faculty is headed by a Dean and is administratively split into the Dental and Medical Schools. The Medical School comprises of 26 departments which cover the whole range of pre-clinical and clinical subjects. Interdisciplinary research is encouraged, as are links between the clinical and basic science departments in other faculties. The Medical and Dental Schools are justly proud of their library and reference facilities and have good working relationships with Trusts and Health Authorities.

The Institute of Child Health

The Institute houses the University Department of Paediatrics and Child Health, providing laboratory office and teaching accommodation for the academic department. It is adjacent to the Children’s Hospital in Steelhouse Lane.

The Craniofacial Unit (Birmingham Children’s Hospital)

The Craniofacial Secretary, offices, records and database are located in the Birmingham Children’s Hospital. Office accommodation for the craniofacial registrar is shared with Craniofacial Co-ordinator and the data entry clerk

The Craniofacial Surgical team consists of:

Mr H Nishikawa  Consultant Plastic Surgeon and Clinical Lead
Mr M S Dover  Consultant Maxillofacial Surgeon
Mr G Solanki  Consultant Paediatric Neurosurgeon
Mr D Rodrigues  Consultant Paediatric Neurosurgeon
Mr N White  Consultant Plastic Surgeon
Mr M Evans  Consultant Maxillofacial Surgeon
Ms F Dean  Consultant Opthalmic Surgeon
Specialist Registrar  This post
Mr Colin Salmon  Craniofacial Co-ordinator
Mr P Noon  Clinical Nurse Specialist
Carol Hextell  Medical secretary

In addition the following specialties are represented at all paediatric outpatient clinics:
Regular and close contact is maintained with consultant colleagues in the following specialties’ input for assessment and treatment of the patients requiring craniofacial surgery:

- ENT
- Ophthalmology
- Maxillofacial Technical Services
- Birmingham Osseointegrated Implant Programme
- Radiology (All the usual Imaging services are available)
- Neurology
- Oncology
- Paediatric Dental Service
- Orthodontics
- Respiratory medicine

Full and comprehensive anaesthetic services are available both in Theatre and also in Intensive Therapy Units at both hospitals. Image guidance is present on both sites.

Medical Illustration and clinical photography are essential services and available at both Hospital sites.

Dedicated craniofacial beds are available at the Children’s and University Hospital Birmingham NHS Trusts with cover provided by the neurosurgery staff. Access to intensive care facilities at both hospitals is available when required.

The operating theatre at The Children’s Hospital is modern and well equipped. One full day per week is dedicated to craniofacial surgery. At the University Hospital Birmingham NHS Trust adult craniofacial surgery is undertaken in a purpose-built surgical operating theatre dedicated to neurosurgery with full facilities for craniofacial surgery. One adult full day session elective craniofacial list per month is undertaken in this facility. Complex craniofacial trauma and severe head injuries are treated as and when required. Immediately adjacent to the theatre is a neuro-intensive care unit.

The junior staff consists of the Craniofacial Specialist Registrar (*this post*) working together with the Specialist Registrars in neurosurgery, maxillofacial surgery and plastic surgery. A suitable on-call rota may be developed for the successful candidate in line with requirements for junior staff hours of work.

Individual consultant lists are used for selected craniofacial cases when appropriate.

**Administration**

The craniofacial offices, data collection and departmental library are situated in the Birmingham Children’s Hospital. The craniofacial registrar will be expected and required to co-ordinate the activities of the Unit in close collaboration with the Consultants and the Craniofacial Co-ordinator and Secretary.
The adult craniofacial service at The University Hospital Birmingham NHS Trust (Queen Elizabeth) is administratively and managerially within the ENT/Maxillofacial Directorate.

At the Children's Hospital the craniofacial service is part of the Neurosciences Directorate.

**DUTIES OF THE POST**

**Clinical**

The Specialist Registrar is a full member of the craniofacial team and will be required to be fully involved with the pre-operative assessment of patients referred to the consultants. In addition he/she will be required to attend, assist with and carry out as appropriate, surgical treatment under the supervision of the consultants.

The registrar will be fully involved in the post-operative management of all the elective cases. On-call may be arranged through the home specialty.

**Outpatients**

Attendance at the craniofacial clinics in the Children's Hospital and Queen Elizabeth (University Hospital) Birmingham NHS Trusts is compulsory.

**Research**

Abundant opportunities exist for clinical and/or experimental research not only within the department, but also within the professorial surgical unit at the University of Birmingham and the Biomaterials Department of Birmingham Dental Hospital. Research is strongly encouraged and the registrar will be expected to complete and publish suitable papers during the tenure of this post. Collaborative research projects and research relevant to the delivery of the clinical services are encouraged.

**Audit**

Activity data, complications, advances in techniques are all carefully documented throughout the year for presentation at the national audit meeting of the Supra-Regional Departments in England and Wales. The next meeting takes place in London on 14th May 2010.

**MAIN CONDITIONS OF SERVICE**

The duration of the appointment is 12 months.

The salary scale and condition of service are in accordance with the national guidelines.

**Health and Safety**

For pre-employment health assessment purposes, as part of Postgraduate Medical and Dental Education occupational health scheme, the successful candidate will be required to complete a health questionnaire. This will be treated in strictest confidence and will not be seen by any employee of Postgraduate Medical and Dental Education. The successful candidate may be required to undergo a medical examination. All employment is subject to
satisfactory health screening to be undertaken by the Institute of Occupational Health Service.

Because of the nature of the work, the post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Candidates are therefore not entitled to withhold information about convictions for which other purposes are “spent” under the provision of the Act, and any failure to disclose such convictions could result in disciplinary action by the Trust. Any information given will be kept in strict confidence and used only in relation to the position to which the order applied.

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work.

**SALARY SCALE**

According to the Specialist Registrar scale.

**ANNUAL LEAVE**

In accordance with current terms and conditions of service.

**ACCOMMODATION**

This is a non-resident post but single accommodation will be provided for the appointee. Married accommodation may be offered if requested, subject to availability.

**EQUAL OPPORTUNITIES**

The Trusts are committed to Equal Opportunities in Employment.

**NO SMOKING**

All employees must observe the Trust’s No Smoking Policy which operates in all its premises.

**CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected within the National Health Service.

The unauthorised use, or disclosure, of patient or other personal information is regarded as gross misconduct and will be subject to the Trusts Disciplinary Procedure and, in the case of computerised information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1984.

**Further Information**

Candidates wishing to visit the Unit should contact Elizabeth McAlister, the Craniofacial Coordinator on Tel 0121 333 8073 (Fax no 0121 333 8151) who will be pleased to answer queries by letter or by telephone. Short listed candidates are encouraged to visit the Unit, by appointment.
Travel and subsistence expenses for candidates selected for interview will be reimbursed. In the case of candidates travelling from abroad, travel expenses will normally be paid only from the point of entry to the UK mainland.

Revised Oct 2011