

SPECIALTY TRAINING PROGRAMME IN OTOLARYNGOLOGY (ENT) IN HEALTH EDUCATION WESSEX

This is a 6 year training programme in Otolaryngology (ENT) at ST3 aimed at doctors who can demonstrate the essential competences to enter this level of training. The programme is designed to support training for a CCT in Otolaryngology. Details of essential competences and qualifications are detailed in the MMC person specification for Otolaryngology at ST3 which is available from www.mmc.nhs.uk

This 6 year Higher Specialty Training programme Otolaryngology will allow the successful applicant to achieve the award of a Certificate of Completion of Training (CCT) in Otolaryngology, subject to satisfactory progression.

The programme is based in hospitals in Health Education Wessex including:

<u>HOSPITAL</u>	<u>LOCATION</u>
Poole Hospital	Poole
Queen Alexandra Hospital	Portsmouth
Salisbury District Hospital	Salisbury
Southampton General Hospital	Southampton
Royal South Hants Hospital	Southampton
Royal Hampshire County Hospital	Winchester

Health Education Wessex is a relatively small deanery with a defined geographical area which does lead to there being 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 specialties will require successful candidates to preference both commencing location and specialty. Future placements will be based, as normal, on individual training and educational needs. Please note that applications are to the Wessex Deanery as a whole. This may mean that you may be allocated to any geographic location within the Wessex Deanery depending on training needs.

Health Education Wessex covers a geographical area from Basingstoke in North Hampshire to Dorchester in West Dorset and the Isle of Wight to the South. This is a spread of approximately 65 miles North to South and 76 miles East to West. Health Education Wessex serves a population of around 2.8 million people.

Health Education Wessex is part of NHS South of England, comprising South Central, South East Coast and South West Strategic Health Authorities. The Wessex Deanery currently covers the health communities of South Wiltshire, Dorset, and

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Hampshire and the Isle of Wight. Health Education Wessex is responsible for the training of some 2,500 trainees.

Rotation Information

The programme is divided into twelve month posts rotating at the beginning of August each year.

- University Hospital Southampton NHS Foundation Trust is a large teaching hospital with inpatients and theatres on the Southampton General Hospital site and outpatients on the Royal South Hants site. Trainees may undertake some sessions at the Royal Hampshire County Hospital in Winchester and the ISTC at the RSH site. Four trainees are allocated undertaking all subspecialty interests: Otolology (including Neuro-otology, Cochlear implantation), Rhinology, Head & Neck Surgery and Paediatrics. The Wessex Neurosurgery Centre is based at SGH in Southampton. The ISVR is based on the university site and is the base for the South of England Cochlear Implant Centre.
- Queen Alexandra Hospital Portsmouth is a large teaching hospital. Three trainees are allocated undertaking Otolology, Rhinology, Head & Neck and Paediatric attachments. There are strong links with the Royal Navy and Haslar Hospital and the Hyperbaric unit is based there.
- Poole Hospital provides an ENT service to Poole and Bournemouth Hospitals. Two trainees are allocated there undertaking general Otolology, Rhinology, Head & Neck and Paediatrics.
- Salisbury Hospital: One trainee is allocated and undertakes general Otolology, Rhinology, benign Head & Neck and Paediatrics. The Spire Cleft Palate unit, the Regional Burns and Plastic Surgery unit and Regional Spinal injury unit are all based in Salisbury. This makes it a unique district general hospital.

Study and Training

The primary aim of all posts is the training programme developed and there is a region wide syllabus and minimum standards of education agreed by all Trusts within the rotation.

Health Education Wessex is committed to developing postgraduate training programmes as laid down by GMC, Colleges and Faculties and by COPMED - the Postgraduate Deans Network. At local level college/specialty tutors work with the

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Programme Director and Directors of Medical Education in supervising these programmes. Trainees will be expected to take part in these programmes (including audit) and to attend meetings with their nominated educational supervisor.

All posts within the training programme are recognised for postgraduate training by the General Medical Council (GMC) in accordance with their standards for training.

Study leave is granted in accordance with Deanery/Trust policy and are subject to the maintenance of the service.

All posts have a service element and the following covers the majority of duties. There will be minor variations in different hospitals but the list is aimed at covering the majority of duties:

1. Supervise, monitor and assist the House Officer (F1) in the day-to-day management of in-patients in posts with an attached F1.
2. Liaise between nurses, F1 and F2 Doctors, patients, relatives and senior medical staff.
3. Attend and participate in ward rounds as timetabled
4. Attend outpatient clinics.
5. Take part in rostered emergency work.
6. Dictate discharge summaries.
7. Study for higher examination and maintain continued professional development.
8. Attend weekly educational and multidisciplinary sessions.
9. Undertake audit at various times throughout the rotations.
10. Teach medical students as directed.
11. Co-operate with members of the personnel department when monitoring hours of work and other personnel issues.
12. Attend induction in each hospital or new department
13. Comply with all local policies including dress code, annual and study leave

Trust Generic/Specialty Information

- There has been a 100% success in Intercollegiate Exam in the last 10 years.
- Timetable information is available on application

Curriculum and Teaching Programme

- Otolaryngology, Rhinology, Head & Neck surgery, Paediatrics.

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- Lateral and anterior skull base in conjunction with neurosurgery
- Cochlear implantation (SUHT) and BAHA surgery programme (Salisbury & Portsmouth)
- Specialised MDTs
- Training allied to curriculum as set out on the ISCP.

Teaching

- Temporal Bone dissection and anatomy sessions as part of Regional study days.
- Regional Study Programme: 1 day per month, rotated through all 4 hospitals and including Basingstoke (South Thames Deanery).
- Programme Research Director
- Local lunchtime tutorial teaching, X-Ray and Pathology meetings and Journal Clubs
- Successful Advanced Sinus Surgery Course in Winchester (5th year) and Laryngeal Laser Course in Portsmouth
- Successful deanery led NESC courses programme including leadership, management and medical education Fellowship programme.

Research opportunities

2 consultants have a formal research component in their job plan - Mr Salib (Rhinology) in Southampton and Mrs King (Head & Neck) in Poole. They work in collaboration with other research units from the University of Southampton. They are able to advise trainees on more substantial research projects.

Main Conditions of Service

The posts are whole-time and the appointments are subject to:

1. The Terms and Conditions of Service (TCS) for Hospital Medical and Dental Staff (England and Wales)
2. Satisfactory registration with the General Medical Council
3. Medical Fitness – You may be required to undergo a medical examination and chest x-ray. Potential applicants should be aware of the Department of Health and GMC/GDC requirements with regards to HIV/AIDS and Hepatitis viruses. Candidates must be immune to Hepatitis B. You will be required to provide, in advance of appointment, evidence of immunity or have a local blood test (as deemed necessary by the Occupational Health Department)
4. Right to work in the UK
5. Criminal Records Check/POCA check carried out by the Trust Medical HR department.

6. Pre-employment checks carried out by the Trust Medical HR department.

Hours

The working hours for junior doctors in training are now 48-hours 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 pay scales are reviewed annually. Current rates of pay may be viewed at

<http://www.nhsemployers.org/PayAndContracts/Pay%20circulars/Pages/PayCircularsMedicalandDental.aspx>

Part-time posts will be paid pro-rata.

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 pay scales may be viewed at: <http://www.nhsemployers.org/> . 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.

Annual leave

Your entitlement to annual leave will be five or six weeks per annum depending upon 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/MedicalandDentalContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx>

Sick pay

Entitlements are outlined in paragraphs 225-240 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 your 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 will 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 will 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/MedicalandDentalContracts/JuniorDoctorsDentistsGPReg/Pages/DoctorsInTraining-JuniorDoctorsTermsAndConditions150908.aspx>

You are advised to check eligibility and confirm any entitlement with the employer *before* incurring any expenditure. In addition to local policy there is Deanery guidance which can be viewed on www.wessexdeanery.nhs.uk

Pre-employment checks

All NHS employers are required to undertake pre-employment checks. The employer will confirm their local arrangements expected to be in line with national guidance at <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.

Health and safety

All employers have a duty to protect their workers from harm. You will be advised by the employer of local policies and procedures intended to protect your health and safety and 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 will advise you how to access these, not later than eight weeks after commencement of employment.

Educational supervisor

The employer will confirm your supervisor on commencement.

General information

Health Education Wessex'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.wessexdeanery.nhs.uk and in the national 'Gold guide' to Specialty Training at http://www.mmc.nhs.uk/specialty_training_2010/gold_guide.aspx