

Diploma Primary Care Oral Surgery

Tutor

Job Description and Person Specification

Overview

This post holder will provide educational support and guidance to their allocated students and work in concert with the Course Leads, the Lead Tutor and the FGDP (UK) education delivery team for the Diploma in Primary Care Oral Surgery.

This role will develop and oversee the clinical attachments of the programme which will include:

- taking an active role in observing treatments being carried out,
- supervising cases carried out by the students,
- giving guidance on the presentation of cases in line with course documentation to support students in the preparation of their portfolios.

Tutors will be expected to facilitate clinical elements in their own practices, as well as visiting student's practices, where required. Appropriate clinical facilities will need to be provided for students to access within the Tutor's practice.

Key to this role is the ongoing monitoring and review of candidates' progress. Liaison with the Lead Tutor/Course Leads will be required where a student's progress is causing concern and requires escalation.

Duties and Responsibilities

The Course Tutor will:

- Attend selected training sessions at the course in centre in London (attend Unit 1 of the programme, tutors will be expected to attend, if unable a)
- Allow their tutee(s) to observe them carrying out a minimum of 15 cases per year
- Supervise their tutee(s) in carrying out a minimum of 15 cases per year, visiting where appropriate, the tutee(s) in their clinical environment
- Allocate 15 of their practice's cases to the tutee(s) for supervision
- Review and give advice on the clinical cases their tutee(s) carry out
- Provide guidance and assessment advice to the tutee(s)
- Marking and give feedback on Work Based Assessments (WBA's) as necessary
- Complete appropriate assessment documents such as Case Based Discussions (CBD's), Direct Observation Procedural Skills (DOPS) and mini-CEX
- Provide support for tutee(s) in relation to the presentation of cases as required.
- Validate procedures performed within tutees' e-logbooks (www.elogbook.org)
- Utilise the VLE for the review of students' assessments and reference / course documents

Person Specification

All requirements are essential except where stated:

Qualifications/Training/Experience

Essential

- BDS or equivalent qualification
- FDS, MFDS or MJDF
- Registration with the General Dental Council /General Medical Council
- Registered with the GDC as a Specialist Oral Surgeon, or be in full time employment as an SAS grade in Oral & Maxillofacial Surgery for at least 5 years. Or registered with GMC as Oral & Maxillofacial Surgeon
- Able to demonstrate a commitment to continuous postgraduate dental education
- Sufficient demand for oral surgery, in order to facilitate participant observation and supervision
- Experience of mentoring or teaching
- Evidence of the ability to work well in a team

Desirable

- Teaching/mentoring qualification
- Evidence of leadership potential
- Experience/awareness of equal opportunities with an inclusive approach to managing participants

Professional practice

- Able to demonstrate a commitment to continuous postgraduate dental education
- Current clinical practice in either primary or secondary care

Knowledge and experience of teaching/assessment

- Familiarity with the practice of asepsis and aseptic technique in clinical situations
- Experience of mentoring or coaching
- Have held a training role at postgraduate level and experience of assessing assignments

Communication, leadership skills and flexibility

- Evidence of the ability to work well in a team.
- Evidence of leadership within an organisation.

Other general requirements

- Significant knowledge of and working with IT systems, ideally with experience of a virtual learning environment (VLE)
- Flexibility of current working commitments
- Experience/awareness of equal opportunities with an inclusive approach
- Have access to excellent surgical / clinical facilities

Role Specification

1. Description of duties to be performed in the consultancy period

To carry out the role of Diploma in Primary Care Oral Surgery Course Tutor

2. Time allowance within this agreement

You will be allocated (up to three) participant/s for Cohort 3 over a period of two years, commencing in September, 2019.

You will be expected to accommodate your allocated tutee(s) in your practice for the clinical attachment element of the course. You will be expected to allow the tutee(s) to observe you complete 15 oral surgery cases, and to supervise the tutee(s) completing 15 oral surgery cases in each year. Candidates may choose to exit the programme at year 1.

15 observed cases

To include:

Removal of teeth/root , Removal of unerupted teeth, Removal of impacted wisdom teeth, Apicectomies, soft tissue lesions, Biopsies, exposure of canines / unerupted teeth, Management of OAF'S, Any other procedures displaying the surgical management of hard and soft tissues which you feel are relevant to the experience of the students, as well as a variety of routine dentoalveolar surgery including removal of teeth, fractured teeth, wisdom teeth, surgical endodontics and where relevant, soft tissue lesions.

15 supervised cases

To include:

Surgical removal of roots/ teeth, Soft tissue polyps, Simple wisdom teeth, exposure of canines, Apicectomies, other surgical procedures a deemed suitable surgical procedures for the candidate to complete by the tutor

3. Date for completion

The general duties defined in the course tutor specification will be on-going for the period of the consultancy, normally two years.